Instructions for the use and custody of the Rules for the Management of the Printing Department.

Each section-holder will be held personally responsible for the copies of the Rules supplied to his section. The Rules should be available for use at all times for the use of the men of his section, but the section-holder should see that they are not carelessly handled or damaged in any way, and that they are returned to him before the close of the office. The books when not required should be kept under lock and key. When any book is lost, the section-holder should immediately report the circumstance to the Superintendent, and if the book is not recovered, the cost thereof will be realised from the party responsible.

Each reader will be held personally responsible for the safe-keeping of the books supplied to him. In case he leaves the office, he should make over the book either to the Head Reader, or to his successor if appointed. Failure to comply with this rule will entail a deduction of pay to the extent of the value of the book.

W. H. D'C.—Reg. No. 1544J—300—10-7-89.

GOVERNMENT OF BENGAL.

FINANCIAL DEPARTMENT.

RULES FOR THE MANAGEMENT

OF THE

PRINTING DEPARTMENT.

Sanctioned by Financial Department, 29th May 1889.
Brought into operation from 15th June 1889.

Calcutta:
PRINTED AT THE BENGAL SECRETARIAT PRESS.
1889.

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RULES FOR THE MANAGEMENT

PRINTING DEPARTMENT.

1. The creation of the appointment of Superintendent of Government Printing in Bengal was sanctioned under Secretary of State's despatch No. 39, dated 14th March 1878.

2. The Printing Department is established for the purpose of executing all the printing work of the Government of Bengal and such work for the Chief Commissioner of Assam as it may be called upon to perform.

3. The Superintendent of Government Printing is placed under the orders of the Financial Department. He is responsible for the efficient and economical management of his department, and is also specially enjoined to bring to the notice of Government all cases in which, in his judgment, the press is called upon to execute unnecessary work.

4. He will not receive orders for the execution of work which are not signed by the heads of the departments concerned, unless in cases where the authority to send requisitions to the press is delegated to Registrars or Head Assistants.

5. It is within the powers of the Superintendent to refuse to undertake any special work for which the previous sanction of Government has not been obtained, and he shall not be held responsible for any delay which may be caused by such refusal.

6. The Superintendent is also authorised, without previous reference to Government, to suggest to heads of departments any methods for executing routine work which he may consider advisable in the interests of economy; and in the case of special work, he will in every way assist officers with his advice on technical points, so as to protect Government against loss.

7. He shall, subject to rule 63 of the Civil Service Regulations, engage all readers, clerks, workmen, and menial servants required for his establishment, and shall satisfy himself as to their qualifications before fixing their salaries and rates of payment.

8. He may suspend or dismiss any of his subordinates for gross neglect of any of the rules laid down for their guidance, insubordination, or dishonesty; but every subordinate so dismissed has the privilege of appeal to Government against his orders.

9. Men shall not be dismissed for ordinary breaches of rules unless they are incorrigible, and until all lesser punishments, such as fine or reduction in grade, have failed.

10. When he considers dismissal necessary in the case of an officer drawing more than Rs. 100 per month, the Superintendent shall suspend the officer and report the matter to Government.

11. When any of his subordinates on account of dishonesty is charged before any of the criminal courts, he shall place the accused under suspension until the decision of the court is made known; and, if a conviction is obtained, the accused shall be dismissed without reference to Government.

12. In all cases of suspension, the Superintendent shall furnish the accused with a copy of the order of suspension, and shall call on him for an explanation of his conduct; and he shall not proceed to pass any order of dismissal, or report to Government, until the explanation has been submitted.

13. Whenever in his judgment it is necessary to inflict an extraordinarily heavy fine for a first offence, he should record the circumstances of the case in full, with his reasons for the special punishment.

14. He shall maintain the working plant in a thoroughly efficient condition, and shall submit to Government annually on the 1st January an indent for such articles as are required to be obtained from England through the Secretary of State.

15. He shall annually, on the 15th November, by advertisement in the *Exchange Gazette*, call for tenders for the supply of all articles which it is necessary to purchase in this country, and shall advise the Financial Department as to the settlement of contracts for the supply of such articles on terms most advantageous to Government.

16. He is authorised to purchase in the local market articles which are not included in the contract schedule.

17. He shall obtain all stationery and book-binding materials from the Government Stationery Office, and is authorised to sign indents for all his requirements.

18. He must indent on other Government manufactories for articles required by him if they are obtainable, and is, for this purpose, authorised to communicate direct with the heads of all Government manufactories.

19. He shall submit to heads of departments monthly statements of the amounts debited to them for printing work done, and shall furnish explanation of charges whenever required to do so.

20. He shall submit annually to Government a balance sheet showing the profit and loss, and shall at the same time

submit a brief report on the operations of the press during the year.

21. He shall have charge of all Government publications which are kept in stock for sale, and shall sell such publications at the prices fixed by the departments concerned.

22. He shall submit yearly a balance sheet showing the working of the Publishing Department during the previous year.

23. He shall revise his stock list of sale publications every three years. Of all publications which have been more than three years in stock, he shall retain two copies of gazettes, four copies of all other reports and books, and the surplus he shall send to be sold off by auction.

24. The Superintendent shall be assisted in the technical work of the department by a Deputy Superintendent. This officer shall be a thoroughly trained printer, and shall be capable of supervising the working details of every branch of the department.

25. The Deputy Superintendent shall, under the Superintendent, have control of all workmen employed in the press, and he shall be responsible for the prompt and careful manner in which the work is executed.

26. He shall exercise a close supervision over the workmen, and shall see that all men on salaries give a proper outturn daily.

27. He shall see that all materials the property of Government receive proper treatment at the hands of the workmen, and that all machinery and fittings are maintained in a state of the highest efficiency.

28. He shall in particular exercise a strict supervision over the supplies sent in to the press by the various contractors, and shall see that the quality contracted for is in every instance rigidly adhered to. He will reject all supplies which are not according to sample.

29. He is not authorised to engage, promote, degrade or dismiss any workman, but his reports shall be considered before any workman is engaged, promoted, degraded or dismissed.

30. He may, for the purposes of the work, transfer men from one department to another, provided the transfer does not entail reduction of rank or grade, and all workmen, under pain of dismissal, shall obey his orders in this respect.

31. He shall exercise a close check, and shall sign all bills for work done by workmen who are employed by the piece.

32. The department consists of three branches:—

Darjeeling Tour Office Press.
Secretariat Press (head office).
Jail Press.

33. The following officers are authorised to forward requisitions to the Printing Department direct. No additions will

be made to this list without the special orders of Government :—

Presidency Officers.

Secretaries to the Government of Bengal in the Judicial, Revenue, and Financial Departments.
Ditto, Public Works Department.
Examiner of Public Works Accounts.
President, Alipore Reformatory School.
Accountant-General, Bengal.
Additional Judge, 24-Pergunnahs.
Bengali Translator to Government.
Collector of Calcutta.
Do. of Customs.
Do. of Income Tax.
Clerk of the Crown, High Court.
Commissioner of Police, Calcutta.
Deputy Inspector of Schools.
Do. Shipping Master, Calcutta.
Do. Conservator of Forests.
Driector of Public Instruction.
Do. of Land Records and Agriculture, Bengal.
Do. ditto, Assam.
Examiner of Local Accounts.
Executive Engineers.
Hindi Translator to Government.
Inspector-General of Jails.
Ditto of Police.
Ditto of Registration.
Ditto of Civil Hospitals.
Inspectors of Schools.
Librarian, Bengal Library.
Legal Remembrancer.
Meteorological Reporter.
Private Secretary to His Honor the Lieutenant-Governor of Bengal.
Principal, Government School of Art.
Do., Calcutta Madrassa.
Do., Presidency College.
Do., Medical College, Calcutta.
Postmaster-General, Bengal.
Port Officer, Calcutta.
Protector of Emigrants.
Registrars, High Court, Original Side and Appellate Side.
Registrar of Joint-stock Companies.
Do. of Calcutta.
Do. of Calcutta University.
Do. of Calcutta Small Cause Court.
Do. of Sealdah Small Cause Court.

Secretary, Board of Revenue.
Do. and Engineer to the Steam Boiler Commissioners.
Do., Economic Museum.
Do., Mahomedan Educational Endowment Committee.
Assistant Secretary to the Government of Bengal in the Legislative Department.
Superintendent, Customs Preventive Service.
Ditto, Government Printing, India.
Ditto, ditto, Bengal.
Ditto, Royal Botanical Garden.
Ditto, Campbell Medical School.
Ditto of Stationery, Form Store Branch.
Ditto of Stamps.
Ditto of Stationery.
Ditto of Excise Revenue.
Ditto of Works, Calcutta.
Superintending Engineers.
Surveyor-General of India.
Sanitary Commissioner, Bengal.

Mofussil Officers.

Superintendent of Tributary Mehals, Cuttack.
Commissioners of Divisions.
District Magistrates and Collectors.
Chief Commissioner of Assam.
Conservator of Forests, Bengal.
District Judge, 24-Pergunnahs.
Inspector-General of Jails, Assam.
Ditto of Police, Assam, Shillong.
Traffic Superintendent, Nalhati State Railway.
Ditto, Tirhoot State Railway.
Principal, Seebpore Engineering College.
Sessions Judge, Moorshedabad.
Superintendent, Akra Brick Factory.

Semi-official Office.

Zoological Garden.

34. No private work is undertaken by the department except under special orders.

35. The amount of expenditure incurred for printing by every department of Government must be for routine work only, must be kept within the lowest possible limits, and should not in any case exceed the average of the three preceding years. When special work is necessary, or when the average expenditure of the three preceding years is exceeded, the sanction of Government must be obtained.

36. Departments are debited with the cost of printing according to a scale adopted by the Government of India. (See Appendix A.)

37. The general rules and rates of payment for the different branches of the press are detailed below.

DARJEELING TOUR OFFICE PRESS.

38. The work of the Tour Office press is limited to the work of the Tour Office. When work is in excess of the capabilities of the establishment, the excess work will be forwarded to Calcutta. When there is a deficiency of work, the reader in charge will apply to the Superintendent, Government Printing, for work to keep the men employed.

39. The establishment is fixed each year previous to the departure of the office for the hills. A senior reader is in charge, and he is assisted by a senior copyholder, who is capable of reading first proofs should necessity arise.

40. The establishment will be paid by an order on the Darjeeling treasury, signed by the Under-Secretary. The attendance list will be forwarded each month to the Calcutta office for check.

41. Bills for petty expenditure will be paid by the reader, who will receive an advance for this purpose from the officer in charge of the Financial Department. All stores will be supplied from the Calcutta office, with the exception of what can more cheaply be obtained on the spot.

42. The officer in charge will weigh all type and take stock of all articles belonging to the press before he begins work every season, and he will send a copy of the statement to the Calcutta office. He will do this again before leaving Darjeeling at the end of the season, and bring the statement with him.

43. He will submit a statement of all unserviceable articles lying at Darjeeling, in order that steps may be taken for disposing of them.

44. A statement showing the cost of working the press will be drawn up every year.

SECRETARIAT PRESS.

45. Arrangement.—The establishment is arranged in six divisions, viz.—I. Administration and Accounts; II. Reading; III. Case Work; IV. Machine Work and Press Work; V. Warehouse and Bindery; and VI. Type Store Department. Each division or branch is divided into sections, and the work of one or more departments or offices is assigned to one or two sections detailed for the purpose.

46. CLASSIFICATION AND RATES PER HOUR FOR MEN WORKING ON TIME.—The establishment is classified as follows:—

Permanent Establishment.

Classification.			Annual increment.		Classification.		Annual increment.
CLASS.	Rs.	Rs.	Rs.	A.	CLASS.	Rs.	Rs. A.
1.—	200				17.—	13	
2.—	125 to	150	5	0	18.—	12	
3.—	100 ,,	125	5	0	19.—	11	
4.—	80 ,,	100	4	0	20.—	10-8	
5.—	60 ,,	80	4	0	21.—	10	
6.—	50 ,,	60	2	0	22.—	9	
7.—	45 ,,	50	1	0	23.—	8	
8.—	40 ,,	45	1	0	24.—	7-8	
9.—	35 ,,	40	1	0	25.—	7	
10.—	30 ,,	35	1	0	26.—	6	
11.—	25				27.—	5	
12.—	21				28.—	4	
13.—	20				29.—	3	
14.—	16				30.—	3-8	
15.—	15				31.—	1-8	
16.—	14						

Rates for Time Work.

	A.	P.			A.	P.	
8 Rs. ...	0	9	per hour.	26 Rs. ...	2	7	per hour
9 ,, ...	0	11	,,	27 ,, ...	2	8	,,
10 ,, ...	1	0	,,	28 ,, ...	2	9	,,
11 ,, ...	1	1	,,	29 ,, ...	2	10	,,
12 ,, ...	1	2	,,	30 ,, ...	2	11	,,
13 ,, ...	1	3	,,	31 ,, ...	3	0	,,
14 ,, ...	1	5	,,	32 ,, ...	3	2	,,
15 ,, ...	1	6	,,	33 ,, ...	3	3	,,
16 ,, ...	1	7	,,	34 ,, ...	3	4	,,
17 ,, ...	1	8	,,	35 ,, ...	3	5	,,
18 ,, ...	1	9	,,	36 ,, ...	3	7	,,
19 ,, ...	1	10	,,	37 ,, ...	3	8	,,
20 ,, ...	2	0	,,	38 ,, ...	3	9	,,
21 ,, ...	2	1	,,	39 ,, ...	3	10	,,
22 ,, ...	2	2	,,	40 ,, ...	3	11	,,
23 ,, ...	2	3	,,	45 ,, ...	4	5	,,
24 ,, ...	2	4	,,	50 ,, ...	4	11	,,
25 ,, ...	2	6	,,	72 ,, ...	7	2	,,

47. PROMOTION OR REMAND TO ANOTHER CLASS.—When the average earnings of a man working on piece rates exceed the maximum of the next higher class, or fall below the maximum of his present class, he will be promoted or remanded to the class indicated by his average earnings. This is ascertained by multiplying the total earnings of the previous 12 months by 25 and dividing the product by the number of days he worked during that period, reckoning 25 days of 7 hours each as the number of working days in a month, and the overtime of a morning or night as 3 hours. A man's general conduct and attendance will be considered before promoting him to a higher class; and if any man has much broken time owing to slackness of work, he should keep a record of this, which will be signed by the overseer of his section, and will be taken into consideration before he is remanded to a lower grade.

48. PROMOTION FROM THE TEMPORARY TO THE PERMANENT ESTABLISHMENT,—Except on special grounds, no man above the age of 25 years will be admitted directly to the permanent establishment. Men will be selected for promotion from the temporary to the permanent establishment on account of their qualifications, regular attendance, general good conduct, and length of service on the temporary establishment.

49. OVERTIME OF MEN ON SALARIES is paid for at the rate of their wages. Thus one morning extra, from 7 till 10 A.M., or one night extra, from 5 till 8 P.M., is reckoned as half a day, and is paid for accordingly; but the lowest amount paid for an extra is 1 anna and the highest is 2 rupees. A man on piece-work, the rate of whose class is less than 8 pies per hour, employed on time during the morning or night, is paid at the rate of 8 pies per hour; when employed on time during the day, he is paid at the rate per hour of his class. Salaried men are not paid for working up to 6 P.M., but if their attendance is required after that hour, their night overtime reckons from 5 o'clock. Overtime allowances are given only to men employed directly in printing, and not to the clerical staff (see Appendix B).

50. GAZETTE ALLOWANCES.—The gazette readers get an allowance of Rs. 12-8 per month. The press jemadar is paid one extra for every two hours' work done by him on gazette nights after 8 P.M.

51. APPRENTICES are admitted to all departments of the press on the following conditions:—

(1) That they agree to serve for a period of five years.

(2) That they deposit a sum equal to six months' average of the salaries of the departments in which they elect to serve.

(3) Their deposit money will be refunded at the expiration of their apprenticeship, but forfeited in the event of their withdrawing themselves from the department before completion of the five years' service.

(4) That they will be subject to the same rules as are prescribed for the other subordinates of the press.

(5) They will be remunerated on the following scale:—

1st year.—One-half of the minimum of their department.
2nd and 3rd years.—Half of the amount they earn.
4th year.—Two-thirds of the amount they earn.
5th year.—Three-fourths of the amount they earn.

(6) No lad will be admitted as an apprentice who is under fourteen years of age.

52. GENERAL RULES.—The following general rules are laid down for guidance. These rules have been so framed that with ordinary attention paid to them no man need render himself liable to the prescribed penalties. The rules will be strictly enforced, as irregularity in attendance retards work and causes expense to the office. Men requiring leave should make application before absenting themselves, and, if the state of the work permits, leave will be granted for certain periods; there is therefore no excuse for absence without leave. Men on the permanent establishment should be particularly careful not to infringe rule 65 and to comply with the requirements of rule 79.

53. SECRECY REGARDING WORK TO BE OBSERVED.—Although the employés are not under oath, it is a part of the professional honour of a printer not to disclose wantonly, or from venal motives, the nature of the work upon which he is employed. If an employé should be questioned by an unauthorised person regarding the work of the office, he should know nothing;—for confidential work he should see and hear, but be mute. Employés are therefore warned against communicating anything, however trivial, regarding the work of the office to any person who is not engaged on the work, or to any person who is not employed in the office. Men found guilty of this offence will be dismissed, and debarred from future employment under Government.

54. OBEDIENCE TO ORDERS.—Men having a grievance should first carry out orders and afterwards represent their case.

55. CLERKS' ATTENDANCE BOOK.—Clerks, on entering office, will write their names and time of arrival in a book kept for the purpose on the time-keeper's table. At 10-10 A.M. the book will be taken into the Superintendent's room and a red-ink mark put against the names of those who have not signed the book up to that time, in order that the fines prescribed in rule 60 may be enforced. No one will be allowed to sign the book after 10-30 without special permission from the Superintendent.

56. READERS' ATTENDANCE BOOK.—Readers attending for morning work will write their names and time of arrival in a book kept on the time-keeper's table. After 6-50 A.M. the writing must be done with red ink, to indicate the defaulters, who will be fined according to rule 58. No one will be allowed to sign after 7-15, but late comers may begin work

immediately after arrival, if they should wish to do so, in which case the fine prescribed in rule 59 will not be imposed. Those who are not required to attend for morning work will sign as above up to 10-10 A.M., after which the book will be removed into the Superintendent's room and a red-ink mark put against the names of those who have not signed the book up to that time, in order that the fines prescribed in rule 60 may be enforced. No one will be allowed to sign after 10-30 without special permission.

57. ATTENDANCE TICKETS.—On entering office each man must take his ticket off the board, and any one arriving after the hour of morning or day attendance will put his ticket in the box kept for the purpose. Each man must put his ticket on the board at 5 P.M., so that the time-keeper may check the board. Any man having his ticket in his possession after the board is checked will be fined one anna. Any man found taking the ticket belonging to another, or neglecting to take his own ticket off the board, will be marked absent. Any man taking more than one ticket will be dismissed. Any man losing his ticket will be charged two annas for a new one.

58. MORNING ATTENDANCE.—Men presenting themselves for morning work after 6-50 o'clock are fined half an hour's pay.* The roll is closed at 7-15, and men coming after that hour will be allowed to enter the office, but not to commence work till the hour of day attendance. Men are not allowed to commence work before 6-45 o'clock without special permission.

59. NON-ATTENDANCE FOR MORNING WORK.—Men who fail to attend office for morning work after having been duly warned are fined half a day's pay. Men who fail to attend, after having been specially warned for emergent work, are fined one day's pay. Readers absenting themselves are fined, in addition, the extra allowance of their copyholders if the latter are not employed.†

60. DAY ATTENDANCE commences at 10 A.M. Men coming after 10-5 A.M. are fined half an hour's pay, and those coming after 10-20 are fined one hour's pay. The roll is closed at 10-30, after which there is no admittance. Men on piece-work are not allowed to commence work before 10 A.M., or to continue work after 5 P.M., without special permission. Employés leaving off work before the bell rings will be fined half an hour's pay.

61. FREQUENT LATE DAY ATTENDANCE.—Men who frequently come late to office are, in addition to being fined half an hour's pay for each day's late attendance, subject to reduction in class, suspension from duty, or dismissal.

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* In the case of men on piece-work, "pay" means the maximum of their respective classes.

† Men producing a medical certificate of illness or otherwise submitting a satisfactory explanation to the Superintendent are not liable to the fines prescribed, provided the medical certificate or explanation is forwarded on the day of default or on the first day the defaulter attends office.

62. Absence without leave from day attendance subjects the absentee—

(*a*) *if a salaried man :* if the absence does not exceed seven days, to a deduction of one day's pay for each day's absence; if the absence exceeds seven days, unless a medical certificate is submitted within fifteen days, to an additional fine of one hour's pay for each day's absence;

(*b*) *if a piece-work man :* if the absence exceeds seven days, unless a medical certificate is submitted within fifteen days, to a fine of one hour's pay for each day's absence.

63. When a man is unable to return to work within a month, another medical certificate should be submitted on the expiry of a month; and so on, at the end of every month, until he rejoins office.

64. The amount to be deducted on account of fines for absence without leave shall not exceed 4 annas per hour. Loss of pay involves loss of service.

65. Frequent absence and absence without leave for more than fifteen consecutive days.—The name of the absentee will be struck off the roll for such absence.

66. Sundays and holidays occurring during absence without leave are reckoned as working days, and the fines in rule 62 are applicable, with exception of the fine of one hour's pay.

67. Night attendance.—Except in cases of sickness, men refusing to work at night are liable to suspension from duty or dismissal. Every man working overtime reports himself as he leaves office to the time-keeper, who enters in the night attendance book the number of hours worked after 5 P.M.

68. Leave during office hours is not granted except in cases of sickness and emergent private affairs. The cause and hour of leaving, and the man's ticket number, should be stated in the application, which should be signed by the overseer and countersigned by the Superintendent. In the case of salaried men, the pay of the time taken on leave will be deducted if it exceeds one hour. Filling up time taken on leave is not permitted. On returning to office, men should report themselves to the time-keeper, otherwise they will be marked absent for the day.

69. Applications for leave of absence should be countersigned by the overseer. When leave is sanctioned, the application should be made over to the time-keeper, who will enter the leave in the attendance book in the presence of the applicant. Men neglecting to have their leave entered in the attendance book will be marked absent, and no excuse will be accepted on their return to office.

70. Applications for special concessions which do not come within these rules should be made to the Superintendent.

71. LEAVE to men on the permanent establishment will be allowed, at the discretion of the Superintendent, according to the rules laid down in the Civil Leave Code.

72. HOURS FOR MEALS.—The time allowed for breakfast is from 9-30 to 10 o'clock, and for tiffin half an hour is allowed, section-holders making their own arrangements in the composing departments to allow such men as can be permitted to take it at 1-30 and the remainder at 2. Men who leave off work before the appointed hours, or do not return to it at the stated time, will be fined half an hour's pay. Men employed on evening overtime may stop work from 5 to 5-15 for refreshments.

73. LEAVING LIGHTS BURNING.—Men neglecting to turn the gas down when leaving their work will be fined one anna for each offence. Men neglecting to extinguish the gas at the burner used by them when leaving the office for the night will be fined two annas for each offence. The gas should be kept turned down at italic cases except when they are in use.

74. CONDUCT.—The employés should abstain from holding unnecessary conversation with each other, from talking in a loud voice, and from doing anything which may cause annoyance to their fellow workmen. Men quarrelling and causing a disturbance will be fined or suspended from duty. Smoking in work-rooms is strictly prohibited.

75. LENDING OR BORROWING MONEY, or signing security bonds for each other, is strictly forbidden. Men found guilty of any of these offences will be dismissed.

76. HOLIDAYS are allowed, provided the state of the work will admit of the office being closed, as follows:—

	No. of days.		No. of days.
New Year's Day	1	Durga and Lukhi Pujas	12
Srí Panchomi .	2	Kálí Puja	2
Dol Játtrá . .	1	Jagadhátri Puja . . .	2
Chait Sankránti	1	Christmas Day . . .	3
Good Friday . .	2	Ead-ul-fiter . . .	1
Empress's Birthday	1	Ead-uz-zaha . . .	1
Dasahárá . .	1	Mohurum . . .	2
Janma Ashtami	1	Fateahdoozdahum . .	1
Mahálya . . .	1		

Salaried men who are required to attend on any of the above days on account of special work will be allowed leave another day in lieu of the holiday, or receive one day's pay extra for every day's attendance; but when the whole establishment is at work no leave or extra pay will be allowed.

77. INFECTIOUS DISEASES.—Men in whose houses are cases of infectious diseases, such as small-pox, etc., should submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be

produced that all danger of infection has ceased. Men reported attending office under such circumstances will be suspended from work.

78. PENSIONS AND GRATUITIES are admissible, under the rules laid down in the Civil Pension Code, only to men employed on the permanent establishment. Men employed on the temporary establishment or in acting capacities are not entitled to the benefits of the pension and gratuity rules. An application for invalid pension or gratuity should be accompanied by a certificate of incapacity for further work from the medical man who treated the applicant.

79. SERVICE BOOKS.—Every man employed on the permanent establishment must have a service book, which is to be deposited with the Head Assistant. The employé should himself see that his service book is properly kept up, and that all corrections in it are properly attested by the Superintendent. If the book is not carefully kept up, difficulties may arise as to verification of service should the man afterwards apply for pension or gratuity.

80. PAYMENTS.—Men are advised to see to the correctness of the amounts paid to them before leaving the cashier's office. Complaints of deficiencies made subsequently cannot be attended to.

81. When, owing to serious illness, a workman is prevented from attending to draw his pay, the Superintendent may authorise the cashier to pay the amount to any one deputed in writing by the workman; but the office will not be held responsible for any loss which may arise to the workman therefrom.

82. BRIBES.—Persons having authority to distribute work are warned against taking bribes from the workmen, or from any person on their behalf, either in money or any valuable thing, as a motive or reward for the distribution of an extra and unfair share of advantageous work, or for any other consideration. Workmen are also warned against offering bribes, or from employing any person to offer such bribes on their behalf, either in money or any valuable thing, to such persons having authority to distribute work, as a motive or reward for an extra or unfair share of advantageous work, or for any other consideration. Written complaints regarding the above offences, bearing one or more signatures, will be made over to the person accused, who at the discretion of the Superintendent may be suspended from duty until he can exonerate himself from the charges made against him. The complainant may similarly be suspended until the case has been decided. No attention will be paid to anonymous letters, which will be destroyed.

83. TRANSFERS.—Men may be transferred from one branch to another whenever it is necessary in the discretion of the Superintendent.

Division I.

ADMINISTRATION AND ACCOUNTS.

84. Administration and correspondence.—The remittances received by post are entered in a memorandum book and then made over to the cashier. Letters and indents are opened by the Superintendent, docketted (form No. 1), entered in the Diary of Letters and Indents Received (form No. 2), and made over to the sections concerned for disposal. The section either complies with the letter or indent, or makes it over to the correspondence clerk to draft reply, if any is needed. The draft, after approval by the Superintendent, is fair copied and issued. The drafts are filed, numbered consecutively, and indexed.

85. Disbursements.—Petty disbursements are met by the cashier on a Petty Cash Payments Voucher (form No. 3). All bills are checked, countersigned by the Superintendent, and transferred to the Accountant-General, through the Financial Department, to be dealt with in the usual way.

86. Bills when received are posted into the Register of Bills Passed for Payment (form No. 4). The entries comprised under the head of plant are then transferred to the Register of Plant Received (form No. 5), from which each item is further transferred to its own head in the Abstract Plant Account (form No. 6). Articles of plant manufactured in the workshops are valued at the market rate, and entered in Register of Plant Received. Sales of unserviceable machinery are recorded in form No. 7.

87. The entire plant of the department is treated as a whole, and a sum equivalent to 10 per cent. of the value is added to the working expenses in order to cover depreciation.

88. Receipts of stationery are entered in the Day Book of Receipts (form No. 8), from the receipt, when it is initialled by the stationery-keeper, and thence transferred to the Stationery Ledger (form No. 9). The issues are posted from the monthly totals of the stationery-keeper's Day Book of Issues (form No. 10), and verified from the entries in the dockets.

89. Printing office accounts.—Compositors' accounts are made up in each section by a computer under the supervision of the section-holder. The computer's time while so occupied is debited to the section. He not only works out the pecuniary value of the matter set up, but he also reduces the shares of all the compositors to one common standard of hours (1,000 ens being equivalent to one hour, see Appendix C), and submits a bill (form No. 11) for the value of the work,

and also a statement showing the shares due to each compositor employed on the work.

These calculations are checked in the Accounts Department, and when verified the pay sheet is made out.

Work done on time is shown in a separate form, which is signed by the overseer.

The pressmen's bills are made out in the first place by the press foreman, who enters the register numbers, sizes, and number of impressions, and the valuations according to scale in the Pressmen's Bill Register (form No. 12). The Bill Register with the press order proof is then made over to the Accounts Department for check. After the calculations and distributions of the earnings have been checked, the amounts are entered in the Register of Earnings (form No. 13), which is totalled monthly and the amounts copied into the pay sheet. The monthly pay sheet of the salaried men (form No. 14) is prepared from the Attendance Register (form No. 15). The piece-hands' accounts run from the 11th of one month to the 10th of the next. The following is the order in which the different instalments of the piece-hands' accounts are submitted:—

1st *instalment*, not later than the 22nd of each month.
2nd *instalment*, not later than the 2nd of the following month.
3rd *instalment*, not later than the 11th of the month in which the accounts will be closed.

90. The monthly statements (form No. 16) submitted to departments are compiled from form No. 17, and also from the Jail Press Register of Charges.

91. Applications for leave under the rules of the Leave Code are submitted on form No. 18, and when sanctioned, the nature and extent of the leave are entered in the Leave Register (form No. 19), from which the necessary entries are posted into the service books.

92. GOVERNMENT PUBLICATIONS.—On receipt of a Government publication for distribution or sale, the number of copies is entered in the Day Book of Receipts (form No. 20), from which the entries are debited in the Stock Ledger (form No. 21). The number of copies sold is credited in the Stock Ledger. Gratis copies are issued from a distribution list furnished by the department concerned, the total of which is entered direct in the Stock Ledger.

93. THE CALCUTTA, BENGALI, BEHAR AND POLICE GAZETTES.—The issues of the gazettes both to officers and subscribers are entered in the Distribution Register (form No. 22), which shows also the number of copies printed and the balance in hand after distribution. The balance is next carried forward in the Stock Ledger (form No. 23), which contains also an account of further issues made by way of sale or free distribution.

The profit and loss on the working of the press for the year is shown in the following statement (form No. 24):—

Debits.	*Credits.*
Cost of establishment, compiled from the monthly pay sheets.	Value of work done, compiled from form No. 17.
Totals of bills passed for payment, compiled from form No. 4.	Value of plant at end of the year, compiled from form No. 6.
Value of plant at beginning of the year, compiled from form No. 6.	Value of stores at end of the year, compiled from form No. 4S.
Value of stores at beginning of the year, compiled from form No. 4S.	Value of unserviceable machinery sold during the year, compiled from form No. 7.
Petty cash payments, compiled from the counterfoils of the voucher books.	
Postage.	
House-rent.	

94. The working of the gazettes and other Government publications is shown in form No. 25.

95. STORES.—All stores are indented for and received by the storekeeper, who is responsible for having always on hand a sufficient supply of the articles in ordinary use. He will submit his indents in form No. 1S, and grant receipts to suppliers in form No. 2S. The stores will be issued to the departments of the press in form No. 3S (Stores Issue Book), in which overseers will enter their requirements, and also furnish receipts when the articles have been issued to them. The storekeeper will submit every month in form No. 4S a statement of his receipts and expenditure, the vouchers for which will be the counterfoils of form No. 2S and the totals of form No. 3S.

DIVISION II.

READING WORK.

96. Proof-reading is the detection and marking of typographical or other errors. A proof-reader should have been previously brought up as a printer. Only by long experience in the composing room, and by close attention to every step in the production of printed matter, is it possible to acquire the requisite technical knowledge and habitual observation of minute detail. A proof-reader should not only possess a practical knowledge of the art of typography, but he should cultivate a quick perception and a retentive memory. He should also possess an extensive and varied knowledge, as there is no species of learning, no item of information, the possession of which may not at some time serve him a good turn. Proof-readers have peculiar duties, and they require special qualifications and training to fit

them for the due performance of those duties. It is therefore a mistake, and one of not infrequent occurrence in India, for any tolerably well-educated man to imagine that by a little practice he could easily become a very good proof-reader without acquiring the necessary technical training.

97. A knowledge of the mechanical part of his profession does not diminish the respectability of a reader, while it makes him more useful to his employers. In future appointments to the reading branch, therefore, other qualifications being equal, preference will be given to the candidates who have the greatest attainments as compositors.

98. In examining first proofs, the reader should first go over them to mark the *literal* errors, the *verbal* mistakes being corrected when the copy is read to him by the copyholder. The same process should be followed in reading second proofs when a third reading is not to be given. In this first eye-reading the proof-reader should mark all the errors of orthography and punctuation; make the capitalling uniform throughout; correct the misspelling of proper names; mark wrong-fount and turned letters and erroneous indenting. The marks of correction should be distinctly written. The matter should be divided vertically by the eye, the corrections in each half being marked on the margin pertaining to it. On the left-hand margin the first correction should be marked at the end furthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the right-hand margin the opposite method should be followed; the first correction being marked on space nearest to the line, others next to it. No mark should be made on proofs except to indicate a correction. When the proof is being read according to copy, the reader should concentrate his attention on the author's words and meaning, so that there may be no omissions or misunderstanding of the sense. The compositors' names, which are written at the beginning of each "take," should be read out by the copyholder, and the reader should write them in the margin of the proof, with a short line underneath, showing exactly where each compositor's matter begins. *The reader should not read to his copyholder, as this is, practically speaking, not to read by copy at all.* The reader should not forget that any oversight remains in evidence against him, while any difficulties, such as imperfect manuscript, or emergency, will not be remembered in his favour. First-proof readers should consult press readers before making any material alterations the necessity for which is doubtful. When a questionable word or passage is found in copy, the attention of the author should be directed to it, instead of haphazard alterations of phraseology being made. The query should be continued on every proof until finally settled. All matters of style should be left to the author, and queries should be confined to matters of fact.

99. Second-proof readers should, in addition to the above, pay particular attention to unequal spacing or blanking out; matter incorrectly made up; and misplacement of reference marks. They should also see that they get the previous proofs along with the proofs to be read; and should they find that errors marked in the previous proofs have not been corrected, they will encircle them and send the proofs direct to the Superintendent. Revisers neglecting to comply with this rule will be liable to a fine. Senior readers will also be enabled, by a reference to the proofs, to advise first-proof readers from time to time when any important corrections have been neglected or marks made unnecessarily; for this purpose second proofs should be shown, when read, to the reader swho examined them previously before being made over for correction.

100. When a statement or other paper is referred to which does not accompany a proof, the fact should be brought to the notice of the section-holder.

101. In revising proofs, the lines which have been overrun, or in which corrections marked have been carried out, should be read through with the old proof; for if a mark be left uncorrected, it will sometimes be found that a word close to the place has been altered in which no correction was marked on the proof. Where "outs" or "doubles" occur, the overrunning should be followed out to the end and the matter again read. In overrunning matter, attention should be paid to equal spacing.

102. Every proof should bear the initials of the reader who reads it, the date of reading, and a note as to whether the work was done in the morning, day, or at night. All proofs should have a clear impression, and those to be read for press should be pulled on its own paper, or on other paper of good quality. Slurred and imperfectly pulled proofs should be rejected by the readers, and the proof pressman reported.

103. In reading for press, the first thing to do is to check each point of connection—text matter, folio, head line, chapter, shoulder note, signature, volume, note matter, number of paragraph—with the press proof of the preceding sheet. The pages should then be gauged, and the folios, head lines, chapters, shoulder notes, side notes, references, numbering of paragraphs, etc., be examined *seriatim.* When this is done, the text should be read with the view of detecting errors overlooked by the second-proof reader, rectifying unequal spacing, pointing out wrong-fount letters, etc. After the sheet has been read, the reader should write at the left-hand top of the first page, "Correct for press." After the sheet has been revised for press, the reader should write at the left-hand top of the first page, "Press." It is advisable that the same reader should pass all the sheets of a work to press and revise his own press proofs, which should be retained by him till completion of the work, when they should be made over to the Head Reader.

104. The staff of readers will be divided proportionately between the different composing sections, but every reader should be allowed an opportunity of gaining experience of every description of work which passes through the office, and no one will therefore be kept permanently, unless for very special reasons, in one section.

105. The Head Reader is responsible for the condition of the reading section. He must exercise supervision over the work of all the readers, but he will pay particular attention to the proofs of the young readers, pointing out the defects to them, and seeing that his instructions are observed.

106. The style of the office must be ascertained by every reader and followed closely. A file of samples of the different descriptions of work done in the office must be kept in the Job and Current Departments for reference. Whenever special orders are issued in connection with the spelling in any particular work, copies should be kept by all readers in their memorandum books.

107. The Head Reader will be in charge of the press library.

108. Readers will enter the work done by them in their Daily Report Book (form No. 26), with the number of hours to which they are entitled for it according to the scale of reading work (form No. 27). A reader's claim to promotion will be examined with reference to the quality of work done as well as the quantity. The fewer the number of complaints against his work, the better will be the reader's chance of promotion.

109. An unintelligible rendering of any author's manuscript should never be allowed to leave the office on the plea that the manuscript was illegible. If the manuscript is difficult to decipher, it should be entrusted to the reader and copyholder who have the best acquaintance with the author's style, and all difficulties referred to the Head Reader, who will take the orders of the Superintendent if he is unable to decipher everything.

110. Unauthorised queries should not be made in proofs.

111. Readers are divided into two classes, senior and junior. Senior readers shall ordinarily take up press readings and the more intricate, difficult, and responsible second readings, and junior readers the second readings of proofs to be sent for approval, abstracts and indexes, the monthly proceedings, plain statements, and first readings. As a rule each reader shall be served with work proportionate to his salary, but no reader shall refuse to take up any proof sent to him by the Superintendent or the Head Reader.

112. The Head Reader shall instruct overseers and section-holders as to the distribution of the reading, shall assist readers and revisers with his advice when applied to, shall decide whether a certain case is or is not fit work for a senior or a junior reader, and shall as far as possible read for press reports, book-work of every description, and generally all

scientific, technical, and difficult or intricate work in the office.

113. When overseers find that the readers allotted by the Head Reader are either numerically inadequate for the timely despatch of their work, or are in excess of their requirements, they shall at once make a written report to this effect to him.

114. When a reader has once been allotted to the work of any section, he must follow the instructions of the overseer as to the order in which work is to be taken up. If the reader has reason to believe that the overseer is unnecessarily interfering, he must nevertheless carry out the instructions, but he can submit a complaint afterwards through the Head Reader. Readers refusing to take up work whenever required render themselves liable to dismissal.

115. Important or intricate statements, all reports, author's proofs requiring to be read again or revised, and book-work of every description, shall be submitted to the Head Reader for appointment of reader or reviser.

116. All cases for press reading shall be submitted for the orders of the Head Reader.

117. No senior reader is to be served, as a general rule, with the reading of proceedings, abstracts, or indexes without the Head Reader's orders.

118. Second-proof readers should carefully watch for and query doubtful or unintelligible passages in the copy, and should consult the Head Reader before returning query proofs to the composing section.

119. No query is to be submitted to the Superintendent except through the Head Reader.

120. When revising for press, the reviser should not only attend to every individual mark which has been made by the reader, but whenever a correction has been made he should read the whole line to see that no types have been transposed by the corrector. He should also glance down the beginnings and ends of lines and head lines to see that no types have dropped out. He should not bewilder the corrector by covering the proof with a lot of meaningless scratches, but should place his marks where there is a defect to be remedied by the corrector.

121. When, in the case of proofs returned by the author, the Head Reader thinks it advisable or necessary that a query should be sent to the author for solution, he shall refer the case for the Superintendent's orders.

122. Readers, revisers, and copyholders booked for overtime work shall affix their initials against their names on presentation of the requisition slip, and shall comply with the requisition. A "set of readers" includes a reader and the copyholder working with him on the day of requisition unless otherwise stated.

123. When a reader, reviser, or copyholder wishes to be casually excused from overtime work, he shall send a written application to the Head Reader not later than 2 P.M. of the

day on which he wishes to be excused. If the Head Reader can arrange to spare him he will do so, but if applicant's services are required, he must comply with the office requisition. When application is made for exemption from night work on the ground of illness, such application must be addressed to the Superintendent, and shall state for what specific period the applicant applies to be exempted, and shall be supported by a medical certificate.

124. The Head Reader will book readers and revisers required for overtime work. In booking for extras preference shall be given to regular and capable men. Men not up to their work, irregular in their attendance, or otherwise frequently applying for exemption from overtime work of any description, and generally all those constantly pleading defective vision or sickness as an excuse for not doing overtime work, shall only be booked when all regular, capable, and willing workers have been served. In the case of night work and work on holidays, preference will be given to volunteers and willing workers.

125. No reader, reviser, or copyholder shall arrange privately to make over his extra, or to take up another's extra, without the Head Reader's consent.

126. All applications or representations to the Superintendent by or against members of the reading staff shall be in writing, and shall be forwarded through the Head Reader.

127. Readers and revisers shall keep their books clean, hand them over to section-holders when required for purposes of check, and forward each book as completed to the Head Reader.

128. Requisitions on the stationery-keeper from readers and revisers for daily report books shall be in writing, and must be countersigned by the Head Reader, who should withhold his signature till the completed book has been returned to him.

129. The Head Reader shall not be ordinarily booked for overtime work at office. But when there is work for him, he will be expected to do his best to clear his table on the earliest possible date by working overtime at home. He shall take a receipt from section-holders for all overtime work done by him, shall enter the work together with the number of extras he is entitled to in his book, and shall have his book signed by the overseer. When the Head Reader has more work than he can do, he may divide it among any suitable readers available.

130. The first and second readings of gazette work shall be done by the readers receiving the gazette allowance, and none of them shall leave office on gazette nights till the last form is ready for press, except with the consent of the gazette foreman. The readers appointed for gazette work shall be the first three on the readers' list drawing the highest

salaries, and no reader so attached to the Gazette Department shall arrange with another reader to take up his duties except under written orders of the Superintendent.

131. The gazette foreman shall endeavour to bring up the reading of gazette work with the assistance of the recognised gazette readers, and will be held responsible for any avoidable expense incurred by the unnecessary detention of additional readers or revisers booked on gazette nights under his requisition.

132. All gazette standing matter requiring to be revised for second and third publication or for spare copies shall be revised by the gazette foreman. Work of this description shall ordinarily be done between Wednesdays and Saturdays.

133. The Weather Report shall be given to the nearest readers, and all readers and revisers are specially enjoined to take it up *on presentation.*

134. If a breakage occurs in a form which is being sent to press, the paragraphs or pages broken should be read over again by a reader and not disposed of by the reviser.

Division III.

CASE-WORK.

135. Case is the term applied to all operations necessary to prepare type for the press,—composing, correcting, making up, imposing, and distributing. It is divided into two heads, viz. Composition and Distribution. Composition is divided into three branches,—Book, Jobbing, and Form-Work, which include *common, tabular, scheme,* and *form* matter.

136. Composition of book-work.—The several portions of a work should be composed as follows:—

(1) *The Bastard Title*, being the short title of the work, in condensed or bold titling letter, according to the size of the page and number of words. In making up, the line or lines should be placed a little above the centre of the page.

(2) *The Title Page.*—The title should be in type suitable in size and character to the body of the work, and divided into lines. Every title should have one principal line, superior to all others in size, clearness, and effect. Two lines of the same length should not follow each other; nor two lines of the same size and style, unless the words are so closely connected as to render this unavoidable. No space should, as a rule, be placed between letters set in condensed type. Catch-lines should be set up in comparatively small type, for bold catch-lines detract from the general effect of the title. The lines should be arranged in groups, and blanked out according to the natural connection of the distinctive parts of the title.

(3) *The Dedication*, in small capitals of different sizes. Large letters should not be used, and the general appearance of the page should be as neat as possible. The name of the person to whom the work is dedicated, as well as that of the author, should be set in capital letters; or according to special instructions.

(4) *The Preface*, for demy 8vo and smaller sizes, in the same fount as the text, and leaded or extra leaded. In royal 8vo and larger sizes, in one size larger than the text. The word Preface, at the beginning of the matter, should generally be set in the same type as the chapter headings.

(5) *The Contents*, in capitals, small capitals, or lower-case, one or more sizes smaller than the text, according to the quantity of matter. When the contents are printed at the beginning of each chapter, the matter should be utilised for the beginning of the work, with full points running out to the paging. If the page is widely leaded, the full points should be arranged to form a vertical line down the page, thus—

Origin of Himalayas 66
Origin of the Indo-Gangetic plain 60
Distribution of recent fauna 64

If, however, the page is close or thin leaded, the full points should be "diamonded"—that is, arranged vertically in every alternate line, thus—

Origin of Himalayas 66
Origin of the Indo-Gangetic plain 60
Distribution of recent fauna 64

Where the subjects make more than one line, the matter should be kept one or two ems clear of the paging, and turned-over lines should be indented. The paging should be opposite the last line.

(6) *List of Plates*, in capitals and small capitals, one or two sizes smaller than the text. If all the lines are shorter than the breadth of the page, the longest line should be centred, and all the other lines should range with it.

(7) *The Errata*, in two or three sizes smaller than the text. The words denoting instructions, such as *for*, *read*, *omit*, *insert*, *etc.*, should be in italics. The matter to be corrected and the correction should be within marks of quotation.

(8) *The Text* or body of the work—

137. The *first page* should bear a heading, or short title, containing merely the name of the work.

138. The *headings to parts*, *chapters*, or *sections*, according to special instructions; but in whatever style they are composed, they should be alike throughout the work. Where the contents of chapters are given at the beginning of each chapter, they should be composed either in small capitals throughout, or in lower-case, in three or four sizes smaller

than the text. The turned-over lines should be indented, and only a dash should be placed between the subjects.

139. The *first word* of each part, chapter, or section, should begin with a capital and be completed in small capitals, without indentation. In standard works not of an official nature, instructions will generally be given for the first word beginning the body of the work, and the parts into which it is divided, to be set in a two-line letter, without indentation, and the word completed in capitals, ranging with the top of the initial letter.

140. *Paragraphs* should be uniformly indented, as follows:—

Measures, 22 ems and under, 1 em.
23 „ to 33 ems, 1½ ems.
34 „ to 44 „ 2 „

For measures above 44 ems, instructions will be given.

Paragraphs set in small type should be indented so as to range with those of the text. When the subjects of paragraphs are given at the beginning, the words should be set in small capitals, italics, or in antique lower-case, according to instructions, and should be separated from the text with a full point and dash. Blanks are not to be inserted between paragraphs unless where specially marked by the writer. No points should be used after letters or figures of clauses to paragraphs when enclosed between parentheses, as (*a*), (*b*), (1), (2), etc.

141. *Extracts*, if the text is pica, should be in one size less; if in smaller type than pica, two sizes less. The first line of each paragraph should be preceded by two inverted commas, and the extract should be closed with two apostrophes. If, however, a quotation should occur in the extract, it should be preceded by one inverted comma and be closed with one apostrophe. If a thicker lead than eight-to-pica is used in the text, eight-to-pica leads only should be used for the extract matter. An extra lead should be used before and after the extract, to mark the distinction from the text.

142. *Matter placed in juxtaposition* should, unless otherwise ordered, be in one size less if the text is pica; if smaller than pica, in two sizes less.

143. *Foot-notes*, in two or three sizes smaller than the text. When the text is set in very small type, the foot-notes are generally composed in the same or very nearly the same type, a full cross rule being placed between the text and the note. When the difference in the size of the type is sufficient to show where the text leaves off and the note begins, the rule should not be inserted without special instructions, but sufficient blank should be placed between the text and the note. If a thicker lead than eight-to-pica is used in the text, eight-to-pica leads only should be used for the notes. The asterisk, dagger, double dagger, etc., should be used as marks of reference, but where notes are numerous, or where

the aforesaid marks have already been used for marginal references, superior figures or letters should be employed, a thin space being placed after the reference mark. Marks of reference in the text should always *follow*, not precede, signs of punctuation. Notes should be indented so as to range with the paragraphs of the text. For the guidance of the maker-up, a small piece of paper should be inserted between the lines where the reference mark is placed in the text.

144. *Shoulder notes*, in two sizes smaller than the text. They generally consist of a repetition of the book, part, chapter, or section, etc. They should be placed on the outside margin, the first line of the note ranging with the first line of text at the head. A metal rule or brace should be placed after the note.

145. *Side notes*, in two or three sizes smaller than the text, according to the quantity of note matter. They should be set up to even pica ems, so as to facilitate justification in making up. If the measure is narrow, thick spaces should be placed between the words, and the space required to fill up the line should be placed after the last word, leaving the lines of various lengths. If, however, the measure is wide enough, the lines of the note should be of equal length. In either case the first line should not be indented. Side notes should be placed at the beginning of the lines on the left-hand page, and at the end of the lines on the right-hand page; sometimes, however, books have side notes on both margins. In every case the first line of each note should be placed exactly opposite the matter to which it refers, and should range with the first line of the text.

146. *Cut-in notes* are generally set in the same type as that used for the foot-notes, but small antique type is sometimes preferred when the note indicates the subject of the paragraph. In this case the note should begin opposite the second line of the paragraph to which it belongs. In the same work the measure should be of a uniform width, and depth according to the number of lines the note makes. The blank should be as nearly as possible the same above and below the notes.

147. *Tabular and scheme matter*, in two sizes smaller than the text; but if this is impracticable owing to the quantity of matter, the next size that will take it in should be used.

148. Tables similar to each other should be set in the same size of type, and the columns should be arranged uniformly. Tables varying slightly should be set up uniformly as far as possible.

149. Column heads, if short, should be set in the same size of type as the table; if long, in smaller type, according to the quantity of matter. Every line should be centred.

150. As tabular and scheme work require calculation, accuracy, and taste, and, in very intricate work, a considerable

amount of patience, it should only be given to the most competent workmen.

151. It is the duty of the compositor to "cast off" his copy, and his earnings and reputation as a workman will be in proportion to his ability to do this quickly and correctly.

152. If all the lines are not justified alike, some types will be loose, and letters will probably drop out when the form is lifted; or the roller in printing may draw out some of the figures, the omission of which will render the statement useless for the purpose for which it was printed.

153. The longest line of figures in each column should be centred, and the rest of the lines in the same column should range with it.

154. In setting up money columns, an em quadrat should be placed between single figures and an en only between double figures.

155. In British money the points should be placed thus—£3,759,642; and in Indian money, Rs. 37,59,642.

156. In columns where decimal points are used, all the points should range, irrespective of the number of figures before or after the points.

157. If space allows, an en quadrat should be placed between the matter and the rule, which generally improves the appearance of the table.

158. The practice of cutting up brass rule to any necessary size, or according to the caprice of the compositor, gives rise to great waste both of time and material. To avoid this, rules have been cut to lengths in ens and ems of the various founts from nonpareil to pica, and are kept in boxes for handy use. But when it is necessary to cut rule, *a piece as nearly as possible of the size required should be selected.* After cutting, the rule should be rubbed on a file to remove the burr.

159. All the vertical rules in a table should extend from top to bottom in one piece, and the cross rules should be of the exact width of the columns. If, however, headings are again required for the continuation of tables, the vertical rules should be of the depth of the headings only, and rules, the full width of the measure, should be placed between the headings and the matter, so that the former can easily be separated from the latter without interfering with it.

160. Two thin rules should be used for the head and foot of tables, but when totals are shown, a thin and a thick rule should be used for the foot.

161. If any of the rules or lines are in the least degree too long, the table will be twisted when it is locked up, and the neat appearance of the work destroyed. Rules should, therefore, be cut a very little shorter than the length of the column, to allow for the compression of the matter when it is locked up.

162. If a rule is to be placed round the table, the thickness of the face should be in proportion to the size of the table, and the corners should be mitred and neatly joined.

163. *Ranging matter*, in one or two sizes less than the text. If a thicker lead than eight-to-pica is used in the text, eight-to-pica leads only should be used in ranging matter. When the lines are short, unless otherwise ordered, the matter is arranged in double column, with a thin rule between them and an em quadrat between the matter and the rule.

164. *Appendices*, if the text is in pica, in one size smaller; if in small pica or less, in two sizes smaller. Where the number or letter as well as the subject of the appendix is referred to in the text, the reference should be printed in small type, thus—See $\frac{\text{Appendix F}}{\text{Supply of Printing Material}}$. If a thicker lead than eight-to-pica is used in the text, eight-to-pica leads only should be used in the appendices.

165. *The Index*, in three sizes smaller than the body of the work. Index matter may be set in one, two, or more columns, according to instructions. The initial letter of each class, as A, B, C, should not have a full point after it. The matter should be reverse indented (run out and indent), *i.e.*, the first line full out, and every turned-over line indented. Full points should be used for leading out to the paging, which should be placed opposite the last line.

166. *The Cover* should generally be set up in a type a little heavier than the title page, or the principal lines may be set up in ornamental type suitable to the subject, and a rule or border put round it. It should be made up so as not to show too great a margin. Unless otherwise ordered, it should be printed on coloured paper, and on the first and fourth pages.

167. On receipt of work, overseers shall forthwith cause it to be entered (*a*) in the General Register Number Book (form No. 28), (*b*) in the General Entry Book (form No. 29), (*c*) in the Work Receipt Book (form No. 30) for section-holders, and make it over to one of the sections under them for the purpose of being put in type.

168. Before an overseer makes over copy to a section-holder, he shall run his eye over it and instruct the section-holder as to "setting up."

169. On a section-holder receiving work from the overseer, he shall forthwith enter it in his Fresh Copy Book (form No. 31) and Distribution Book (form No. 32), and make every practicable arrangement to get the work in type as early as possible.

170. When serving copy, the section-holder shall enter on the copy the compositor's name and section number. He shall also instruct compositors with regard to setting up, and shall deal with a due regard to the pay and ability of each compositor. In the case of book-work a specimen page should be prepared for the guidance of the compositors, and

in the case of annual reports the files should always be referred to.

171. No compositor shall be served with more than two sides of "copy" at a time.

172. No compositor shall be served with fresh copy until he has corrected any proof that may already be in his hand.

173. Compositors proceeding with the composition or correction of a work are not to be disturbed or set on another work without first taking the orders of the Superintendent.

174. As a rule, current work must be got out of the press within twenty-four hours of receipt. But as on the one hand intricate, tedious, or bulky cases under certain circumstances will necessarily be longer in getting ready, and on the other hand many plain cases will admit of being sent out within three or four hours after receipt, the general limit of twenty-four hours shall not apply to cases which can be got out within a shorter time.

175. On Tuesdays urgent gazette work shall have precedence, and the rules regulating the conduct and despatch of current and job work, except for really urgent cases, may be modified with Superintendent's consent.

176. When current work has to be read for the first time, the section-holder must not wait till a full page or a full galley is ready. He shall submit each compositor's "take," or at most half a page at a time, to a reader for examination. If the section-holder fails to comply with this rule, he shall be held responsible for any delay.

177. On each proof given to a reader for examination, the section-holder shall note the description of work required to be done by the reader and the date and hour at which it is submitted to the reader. When the proof is returned by the reader after examination, the section-holder shall note on it the time of return.

178. As "first proofs" are received from readers, the section-holder shall see that the correction and making up are being proceeded with.

179. As soon as first proofs have been corrected and made up, the second proof shall be submitted to a senior reader for examination.

180. First readings may be divided among any number of readers, but the second reading of a case shall as far as possible be done by one reader. If for sufficient reasons the services of more than one senior reader are required, the orders of the Head Reader shall be taken on the point, who will in this case decide whether or not a press reading by one reader is to be subsequently given before finally printing off.

181. After the second reading the proof shall be forthwith corrected and forwarded to the reviser.

182. After revision, the reviser's proof together with the original must be at once made over by the section-holder to

the overseer, who shall thereupon cause the necessary entries to be made in his books and arrange for the work to be either sent out for approval, read for press, or printed off, as necessary.

183. When a work sent out for approval returns to the press, the same attention shall be paid to the author's proof as to a fresh case, and the work shall be got out of press at the earliest possible hour.

184. When fair copies have been printed, the overseer shall see that the duftry's work is properly and expeditiously done, that the necessary entries are made in his books, and that the printed copies are made over to the press despatcher together with the original (if any), author's proof (if any), and "print order" slip.

185. The press despatcher shall, upon receipt of the papers referred to in rule 184, at once take steps to despatch the same to the proper department and obtain a receipt.

186. In ordinary cases when the press despatcher has despatched the printed copies and obtained a receipt, he shall forthwith make over the receipt to the overseer. All receipts for confidential work shall be first shown to the Superintendent before delivery to the overseer.

187. No paper is to be delivered to any one without a receipt.

188. If a department is not prepared to grant a receipt at once for the work sent to it, or there is no one in the department to receive the work, the press despatcher shall hold it in deposit, and send it together with the receipt at a time mentioned as convenient by the department or at a time when the department is working. Provided that if the press despatcher finds that the course of his work is appreciably interfered with owing to this cause, he shall report the fact to the Superintendent.

189. The overseer shall be responsible that the work of the sections under him is done in a creditable manner, and shall daily supply the file copies for the Superintendent's table and for the Proceedings and Distributing Departments.

190. The overseer shall be responsible that the file copies for the Accounts Department are daily sorted and put up in bundles; that the "print order" slips, which eventually form charge vouchers, are attached to their respective cases as soon as they have been received from the press despatcher; that the "charge files" thus completed from day to day are delivered to the Accounts Department not later than the 2nd of every succeeding month; and that the piece-hands' accounts are submitted on due dates.

191. When a "print order" slip, or charge voucher, is lost, whether by the press or by an outside department, a written report detailing by whom and under what circumstances the slip was lost shall be made by the overseer to the Superintendent, without whose orders a duplicate "print order" slip shall not be prepared or filled up in the press.

192. The overseer of the Current Department shall see that sections 1, 3, and 5 are exclusively engaged on current work as long as current work of any description is available. When current work is not available, the overseer shall arrange to keep the compositors of sections 1, 3, and 5 employed on such work as can be put back in case of a sudden rush of current papers, *e.g.*, on the vernacular catalogue, annual indexes, etc. Monthly indexes and abstracts may be done in these sections, provided no more than what can be got out by these sections within twenty-four hours is taken at a time, and that a second batch is not taken till the one in hand is finished.

193. The monthly Proceedings volumes and the monthly indexes and abstracts shall be done in the Proceedings Department as a rule, and the overseer of the Current Department shall see that a fair amount of work is done in this section daily, and that volumes are supplied to departments within 15 days from receipt of last press order. Should at any time the work in the Proceedings Department be more than it can cope with, the overseer shall apply to the Superintendent for assistance.

194. Overseers shall do their best to minimise night work, especially for readers, without prejudicing the timely issue of urgent papers. They should therefore so arrange the typing that the bulk of the proofs required to be read in the sections under them shall be ready daily between 7 A.M. and 10 A.M.

195. Overseers shall arrange to send to the Head Reader the proofs dealt with by the readers and revisers attached to their sections, together with their books, not later than 11 A.M. daily to be checked.

196. Overseers shall personally answer, either in writing or orally, all business references made to them by the Head Reader, shall carry out his instructions with regard to the reading or revision of any work, shall supply him with duplicates of proofs going out or sent for approval when they are required by him to be read for press, and shall at all times render him full and correct information with regard to any work in the sections under them.

197. No one shall take any notes or make any extract from any paper in the press.

198. No one not required to deal with any paper shall be allowed to read it by the section-holder, overseer, or any other person in whose custody it may be.

199. All "confidential" cases shall be dealt with under special precautions, and under the overseer's personal supervision, who will be held responsible for the adequacy of arrangements at every stage till printed copies are delivered under sealed cover to the press despatcher or other authorised officer and the proofs destroyed by fire.

200. Should any Secretariat Assistant or other person enquire whether any particular paper is in the press, or for

any information concerning it, the overseer shall refer him to the Superintendent without giving any information.

201. All written enquiries from the Secretariat or other department concerning any work in the press must be referred to the Superintendent, and no answer shall be given without his countersignature.

202. No paper once received in the press shall be delivered to any one except in accordance with rules 184—6 without the Superintendent's orders.

203. All papers received in the press shall be treated according to rule, and no special attention shall be shown to the work of any particular department by way of favour or for any other private reason.

204. Overseers shall, after satisfying themselves as to the need of overtime work in the sections under them, send to the Head Reader daily before 3 P.M. a requisition in form No. 33 for the readers and revisers required, together with the proofs referred to in statement I. On Saturdays such requisitions must reach the Head Reader before 2 P.M.

205. When readers or revisers are required to work on a holiday, the overseer of the sections requiring such readers or revisers shall personally ascertain if any readers or revisers are willing to attend, and shall have the requisition slips for holiday work signed by the Superintendent before forwarding them to the Head Reader. If the overseer has secured any volunteers for such work, the names of the volunteers shall be entered in the requisition slips. When there are no volunteers for holiday work, the overseer shall report the fact to the Superintendent; and should the Superintendent order the compulsory attendance of readers or revisers, a note to this effect shall be made by the overseer on the requisition slips before forwarding them to the Head Reader.

206. In booking readers for overtime work, overseers must not only regard the quantity of urgent and arrear proofs in hand, but shall also consider the general state of work in the sections under them, the number of readers at their disposal, and the probable amount of work these readers will have on the following day.

207. When one reader or reviser for a full extra will answer the requirements of a section, two readers or revisers for half an extra each shall not be booked without the necessity for such a step being explained to the Head Reader, and without his special orders.

208. When the requisition slips for overtime work for readers and revisers have been passed by the Superintendent, the readers and revisers booked must be informed by the indenting section-holder, and their initials obtained against their names. When this has been done, the requisition slips shall be forwarded by overseers to the Head Reader.

209. If at any time before the office closes a section-holder finds that the requisition for readers and revisers originally made by him is susceptible of reduction, he shall report the fact to his overseer, who shall forthwith apply to the Head Reader for such reduction, but shall not act on his own responsibility, as the readers and revisers not wanted by him may be required in another section.

210. Section-holders shall return as absent, and shall report in writing to the Head Reader not later than 11 A.M. daily, any reader, reviser, or copyholder booked for overtime work and failing to attend or leaving office before his time. When owing to the non-attendance of a copyholder for overtime work in the morning a piece-hand had to be supplied in his place, the overseer of the Job Department shall report the fact to the Superintendent.

211. Section-holders shall see that the entries in a reader's or reviser's book are correctly made, especially with regard to type and size, before signing.

212. When a section-holder signs a reader's or reviser's book, it will be presumed that he has received the proof and original, and that the entries in the book so signed are correct.

213. The section-holder signing for any particular item in a reader or reviser's book shall be responsible for the production of the proof.

214. When a report or book-work of any description is received in the Job Department, the overseer shall send written intimation to the Head Reader on the day such work is received, together with a statement of the number of manuscript or printed pages of which the "copy" consists, and the date on which proofs or printed copies are wanted.

215. Every proof shall be read twice, and shall be revised, before being sent for approval.

216. Author's proofs requiring to be read again shall be marked "for reading with author's proofs," and shall be submitted to the Head Reader for orders.

217. Proofs marked "for revision and reading" mean revision and reading where necessary owing to overrunning.

218. Reports and book-work of every description shall have a press reading before being printed. When owing to the demands of the author or other cause there is no time for a press reading, the overseer shall apply to the Superintendent for orders.

219. In every case in which the Superintendent sanctions the printing of a report or other book-work without a press reading, the overseer shall send written intimation to the Head Reader upon receipt of Superintendent's orders.

220. When proofs of a report or other book-work return to the Job Department from the author, the overseer shall send written intimation to the Head Reader on the day of

receipt, together with a statement as to the number of pag received and whether a fresh proof is wanted or print order has been given, in order that the Head Reader may know how much work there is for himself or for the readers and revisers, and in order to enable him to make suitable arrangements to bring up the reading or revision.

221. A file copy of all reports and book-work of every description done in the Job Department and its subordinate sections shall be supplied to the Head Reader by the overseer as early as possible.

222. Should at any time the work in the Job Department be either more than it can cope with or insufficient to keep the compositors fully engaged, the overseer shall report the fact to the Superintendent.

223. Overseers of the Current and Job Departments and their section-holders shall make themselves acquainted with the rules of the Reading Department.

224. A file of samples of the different descriptions of work done in the office shall be kept in every section for reference.

225. If at any time matter is found to have been incorrectly composed, the fault will be remedied at the expense of the compositor.

226. Justifying small with larger type requires to be done with great nicety, so that the front and back of the line or lines after justification will be exactly parallel. Quadrats, leads, or pieces of glazed-board are used for this purpose, according to the difference in the sizes of type to be justified. It will, of course, depend upon circumstances whether the face of the letters should be made to range at the top or bottom of the line.

227. Compositors requiring filled cases should take them from the case racks ; if not available they should apply to the case-room storekeeper (through the section-holder), who will arrange with distributors to supply cases as required.

228. Compositors taking cases from a rack must see that they are free from pye, and have clean quadrat and space boxes. When cases are found to contain pye, they should report the same to the storekeeper.

229. Compositors and distributors taking over cases from each other must satisfy themselves that the cases are free from pye. Any man working at a case found to contain pye will clear such case at his own expense, and will be liable besides to a fine.

230. All cases in general use in a section must be frequently inspected by the section-holder, and the whole section will be held responsible for any pye found in such cases, unless the guilty person or persons can be traced.

231. When a case is taken out of a rack, the compositor should return it into the proper place immediately after he is done with it.

232. Cases should be put perfectly straight into the racks. Men leaving one end of the case further out of a rack than the other will be fined one anna for each offence.

233. Cases must not be kept on the floor.

234. Sorts must not be taken from cases without the permission of those who are working at them, but compositors should permit others to take sorts which they may have in abundance. Compositors must not take sorts from cases in use by distributors: they must apply to the case-room storekeeper.

235. Letters temporarily substituted for others which are not procurable at the time of composition must not be turned face downwards, but the nicks should merely be inverted.

236. When recourse to the practice of picking scarce sorts is necessary, the section-holder to whom the matter belongs must be informed, so that he may arrange to have the picked sorts replaced and the matter carefully read before going to press. When sorts are picked from matter for distribution, letters of equal thickness should be substituted to prevent the matter from going to pye.

237. Compositors will be held individually responsible for any type, etc., found on the ground in the immediate vicinity of their frames. A fine of one pie will be imposed for every type so found. When there is an accumulation of pye, to defray the expense of clearing it one per cent. of their pay (or earnings), or more, will be deducted monthly from section-holders, compositors, and distributors. Any man detected in secreting or wrongfully disposing of pye will be fined or dismissed.

238. A box is kept in each section in which to deposit broken and defaced type. When the box is filled, the broken type should be made over to the storekeeper.

239. Verbal orders should not be given regarding work, but either the forwarding letter or written orders should be given to the section-holders, who should return the letters initialled by them to the overseer.

240. Despatch of proofs for a special purpose, such as to decide a query, should be accompanied by a letter stating the reason for the submission of the proof.

241. Proofs and spoiled sheets of current, proceedings, and keep-with matter should be made over by the section-holders and press jemadar to the overseers, who will burn them. Proofs of confidential work will be burned by the officer appointed by the Superintendent. Authors' proofs should be forwarded with the printed copies, a note to this effect being made in the voucher.

242. Press-order proofs should be corrected and be revised by a reader before they are made over to the press jemadar. Overseers will write on press-order proofs the press register number, the initials of the department, the number of copies, the description of paper, the date sent to press, to whom the

form is to be made over after it has been printed off, and their own initials.

243. Orders for additional copies after the first order is printed off, or for copies for other departments, or for copies of separate portions of a work, must be registered anew.

244. Four copies of book-work and two copies of all other work should be printed for office files, unless otherwise ordered. No file copies of confidential work should be printed unless specially ordered.

245. When a work is finished, section-holders will make over a complete copy to the bindery with the details for binding entered into the Binding Order (form No. 34); and they will see that a muster copy of each work is submitted for approval before the binding is proceeded with. Should delay occur in binding books, the overseers or the section-holders should report the matter to the Superintendent.

246. Circulars, despatches, letters, etc., must be despatched together with their respective enclosures, unless otherwise directed. To see that all orders regarding each work have been correctly carried out, section-holders should refer to the correspondence before despatching work.

247. A progress report (form No. 35) shall be submitted to the Superintendent by the overseers weekly, from which, when necessary, extracts shall be sent to the departments concerned, with a view to obtaining press order.

248. All work will be divided and distributed to the compositors by section-holders duly appointed by the Superintendent.

It will also be their duty to see all forms sent correctly to press in perfect condition for printing, either themselves or by the help of one of the compositors, who will be placed on time for this purpose, and to look after each form until it is finally printed; and they or the compositor whom they may call upon for this purpose will be held responsible for the condition in which any form may be sent to press by either of them, and that it is properly locked up and planed, so that no faults arising from neglect of proper precautions in this respect may be found in the sheets when printed. To make sure that a form has been properly dealt with before it is made over to the pressman to be printed, the section-holder or his assistant should stand by while it is being locked up, and after seeing that it has been properly planed, locked up, and planed again, pass the open palm of the hand over each page in turn to see that no letter is sticking up, but that all are perfectly level. He should also see that the form lifts without any letter dropping out. When he is satisfied on all these points, the form will be made over to the foreman of the press to print.

The compositor who sends the form to press is responsible that the furniture placed round the pages is as accurate as it

can be made, and any time lost by the pressman in obtaining proper register owing to defects which should have been remedied by him will be made good by him.

When all the corrections have been made, he should gauge every page in the form. If there is a page in the form containing a full number of lines of the type in which the body of the work is set up, he should cut his gauge to that page. The gauge should be cut so that it will grip the top and bottom line of the page. It is not gauging at all to lay the gauge down by the side of the page. Every page of the form and also of the work should be gauged with this gauge.

Having made all the pages up to a uniform size, he should then see that his chase is the best of its kind. Those chases which can be relied on should be marked and kept for the purpose of sending forms to press.

He should then test the furniture with the gauges cut for the purpose—head, back, gutter and short cross. Furniture must be solid, and inequalities must not be made up by pieces of lead or reglet, although a piece of lead should be placed all round the furniture for the convenience of the pressman.

When all the furniture has been tested to gauge, he should then test the edges and tops and bottoms of pages with a straight edge.

Having carried out these instructions in consecutive order, he has done all that he can do; and if he has done it faithfully, the pressman will have very little trouble in obtaining perfect register.

Rates.

249. Method of computing work.—Casting up is the process by which matter is measured, the number of ens it contains arrived at, and its value in money ascertained. This is done by multiplying the number of "ems" in the length of a page by the number of "ens" in the width. An odd en in the length of a page counts an em, and a thick space in the width is reckoned an en. The number of ens contained in a page being thus ascertained, a fixed rate per 1,000 is charged. The smaller the type, the greater the number of ens, and consequently the higher the charge per page. The letters in a fount of type are of various thicknesses, but in ordinary composition they will average nearly a uniform thickness of an en quadrat for each letter—those that are thicker than an en making up for the thinner ones. In fixing the price per sheet, 500 ens and upwards are reckoned 1,000, and less than 500 are not taken into account. The rates are as follow :—

	Per 1,000 ens.		
	Rs.	A.	P.
Common matter, full measure or double column, leaded ...	0	2	6
Common matter, full measure or double column, solid ...	0	2	8
Open Tabular matter, 3 to 5 columns	0	2	10
Close Tabular matter, 3 to 5 columns	0	3	0
Open Scheme matter, 6 columns and upwards	0	3	3
Close Scheme matter, 6 columns and upwards	0	3	6

Four-fifths of the above rates are paid for matter one-fourth at least of which is blank.

Three fourths of the above rates are paid for matter one-half at least of which is blank.

For matter considerably more than half of which is blank, special rates per page will be fixed.

Special arrangements are made for work in which a number of standing heads, columns of leaders, blank columns, &c., occur.

Each sheet is paid for at the rate for the text; the additional cost of pages composed in smaller type, or in different descriptions of matter than the text, or of those set in a broader measure than the work, is paid for as "extra." Title headings to tabular and scheme matter are reckoned as part of such matter; but if they exceed 5 ems of the body of the table in depth, 5 ems only are included in the cast up; the remainder is paid for as common matter of the fount on which the table is set. Extras are totalled on each page. Small portions of a work set on larger type than the text are paid for at the same rate as the text. Forms making portion of a page are paid for at the rate of the text; forms making a full page are paid for as in paragraph 272.

250. **Work done on time** is paid for per hour, according to the class of the workman, at the rates shown below :—

Class.			Rs.	A.	P.
19,	earning above Rs.	40 ...	0	4	0
20,	„ „	35 to Rs. 40	0	3	6
21,	„ „	30 „ 35	0	3	0
22,	„ „	25 „ 30	0	2	9
23,	„ „	20 „ 25	0	2	3
24,	„ „	15 „ 20	0	1	9
25,	earning	15 ...	0	1	4
26,	„	14 ...	0	1	3
27,	„	13 ...	0	1	2
28,	„	12 ...	0	1	1
29.	„	11 ...	0	1	0

Fractions of quarter of an hour are reckoned as quarter of an hour.

As a rule, non-classified men are not put on corrections; but they may be classified temporarily on the submission of a week's composition.

When an assistant foreman is employed on work other than supervising his section and keeping his accounts, such as arranging manuscript, composing, making up, correcting, or forwarding emergent work, the value of his labour will be charged against the work in the same manner as that of compositors.

251. **Side notes** are paid for at 2 pies per line.

251*a*. **Cut-in notes,** 16 pica ems and under, are paid for at 1 pie extra per line; 17 ems and upwards, 2 pies extra per line; and 2 pies extra for justifying each note.

251*b*. **Foot-notes, extracts, and interspersed common matter,** composed in smaller type than the text, are paid for extra per line up to the difference in the price of a page of text and that of a page of smaller type, at the following rates:—

33 ems broad and under	... 2 pies.
34 ems broad and upwards	... 3 „

251*c*. **Interspersed tabular and scheme matter,** forming portions of a page, are paid for according to the space occupied. Tables set on a narrower measure than the full breadth of the page are paid for at the cast-up price,—the blank required to make up the measure being cast up as pica common matter.

251*d*. **Column heads,** if set in smaller type than the body of the table are paid for at 3 pies each extra, and 1 pie extra for every line above 3; if set in the same type as the body of the table, no extra is paid.

251*e*. **Small type in tabular and scheme matter.**—When smaller type than that on which the body of the table is set is used in the "Remarks" or other column, 1 pie per line extra is paid.

251*f*. **Justifications** are paid for at 2 pies each.

252. **Covers, bastard titles, and titles** are reckoned as pages of text, except in tabular and scheme work, when they are set up on time, and the difference credited to the assistant foreman.

253. **Current and collection dockets** are paid for at an all-round rate of 2 annas each, and 2 pies per line extra for smaller type than pica, up to the difference in the cast-up value of the founts used.

254. **Skeleton pages** are made up on time.

255. **Composition from imperfect manuscript** is paid 10, 15, or 20 per cent. extra on the rates, according to circumstances.

256. **Foreign languages.**—Matter composed in a foreign language in the Roman character is paid 10 per cent. extra on the rates.

257. **Emergent work.**—For all takes of copy making less than 1,000 ens, 20 per cent. extra on the rates is paid. Assistant foremen should see that the takes are as large as possible, consistent with the urgency of the work.

258. **Making up common matter** is paid for at the following rates per page:—

Sizes.	Without side notes.			With side notes.			With half marginal notes.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Foolscap 8vo and Demy 16mo	0	0	4	0	0	6	0	0	7
Foolscap 4to and Demy 8vo	0	0	6	0	0	9	0	0	10
Medium, Royal, and Super-royal 8vo ...	0	0	7	0	0	11	0	1	0
Demy 4to and Imperial 8vo	0	0	8	0	1	0	0	1	1
Medium and Royal 4to	0	0	9	0	1	0	0	1	2
Foolscap folio and Super-royal 4to ...	0	0	10	0	1	0	0	1	3

Making up includes composing head, signature, and blank lines, tying up the page, and carrying it to the imposing-slab.

259. **Making up tabular and scheme matter** is, as a rule, done by the compositor. Where this is inconvenient, the cost of making up is deducted from the value of the work and credited to the compositor who makes up; but in no case must the cast-up price be exceeded.

260. **Making up blanks and standing headings**—

(*a*) *Book work.*—In *octavo and smaller sizes,* four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the assistant foreman; eight lines of text are allowed for making up a blank page, and the remainder of the blank is credited to the assistant foreman. In *folios and quartos,* four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the assistant foreman; full blank pages are not reckoned.

(*b*) *Secretariat current papers and proceedings volumes.*—The number of lines detailed in clause (*a*) above are allowed for making up blanks and standing headings, half of the remaining blank being credited to the assistant foreman, and the other half not reckoned.

261. **Standing lines, table heads, &c.**—Altering and placing standing lines, table heads, &c., is done on time,—the difference between the compositor's charge and the cast-up value of the matter being credited to the assistant foremen.

262. **Work partly standing and partly composed** is paid for as alterations, but new matter exceeding 8 annas in value is paid for at the cast-up rates.

Matter overrun is paid two-fifths of the cast-up price of the new matter.

264. **Author's alterations** are made on time. Small quantities of matter cancelled in author's proofs are distributed on time by those who correct the proofs. Proofs of large quantities of cancelled matter are pulled and made over by assistant foremen for distribution in the usual manner.

265. **Correcting final press proofs.**—When proofs are not sent out for approval, the following rates are paid for sending each forme to press:—

Folio, 4to, and 8vo	1 anna.
12mo and 16mo	2 annas.
32mo	3 „

266. **Acting allowance.**—A compositor officiating for an assistant foreman is paid by time, at the rate for his class, with an acting allowance of 20 per cent. of the monthly salary of the absentee; the total amount must not, however, exceed the monthly salary of the substantive appointment. Overtime is paid for at the rate of the assistant foreman's salary. A compositor does not receive any acting allowance for officiating for a period less than 3 working days, but if his services are required for 3 days or more, the acting allowance reckons from the date he takes charge of the section.

Job Work.

267. **Job work** is the combining together of lines of type of different characters and sizes with ingenuity and taste. It includes all descriptions of miscellaneous work,—the variety of subjects and styles precluding detailed instructions being given which would suit all requirements and tastes. The selection of type of a suitable size and character, and the proper adjustment of blanks, spaces, and margin, are essential in good jobbing. A correct taste and judgment in this respect can only be acquired by observing minutely the effects of the variations in the appearance of jobs as they occur, and noting them for future guidance.

Every job should be set up to a regular size of paper,—that is, broadside, folio, quarto, octavo, &c., or some equal part, a certain number of which will make a complete sheet, so that there shall be no waste. There are so many varieties in the sizes of folio papers that almost any size may be obtained by folding. This may be done in different ways, varying thereby the shape of the leaves or pieces into which the sheet is folded or cut. The size of a piece of paper is indicated by the name of the size of the sheet from which it is cut, such as demy, double crown, &c. The terms "octavo" "quarto," &c., merely denote the number of sections into which a sheet is divided.

268. **Multiplication of pages to save press work.**—In long numbers, foremen and assistant foremen will be held responsible that the pages of a job are so multiplied as to turn out the work as cheaply as possible.

269. **Blocks for tinted grounds** may be made of boxwood, celluloid, brass, type metal, lithographic stone, marble, &c. They may also be made of glazed board in the following manner: Three or four pieces, a little larger than the desired tinted ground, should be cut out of a very smooth and even glazed board. A piece of the same size should be cut out of a smooth pasteboard. All the pieces should then be formed into a layer with the best glue, and stuck, also with glue, on to a piece of solid teak wood, so as to form a type-high block. The block should then be put into a standing press, and allowed to dry under severe pressure, care being taken that all the pieces are well united to each other, and to the wooden block, as the result depends on this. After the whole is perfectly dry, and if the tinted ground is required to appear only in portions of the job, the transfer of an impression of the type page on to the glazed board should now be made. The type page and the block should be imposed, the latter being placed opposite the composed matter as exactly

as possible. After the forme has been locked up, it should be put on the press, the type page well rolled with black ink, and the ground block with coloured ink, a sheet fixed on the tympan, and an impression of the forme taken. The pages should then be transposed, and the tympan, still bearing the impressed sheet, should be brought down on the ground block, and a pull taken. A negative copy of the type page will thus be obtained on the glazed-board block, the cutting of which may be proceeded with after the ink is dry. That operation is best effected with a thin penknife, care being taken to cut in an outward slanting direction, to give the printing surface of the block a larger and stronger basis. When the cutting is finished, the block is ready for printing; but if a large number of copies are to be printed, a coating of shell-lac, dissolved in alcohol, should be applied twice with a very fine brush: this coating will stand the printing of 10,000 copies before the glazed board will become effected. In cleaning, lye should not be used, and only a little turpentine should be rubbed over the block with a soft rag. When it is desirable to show a pattern on the tinted ground, a piece of embossed paper should be stuck on the glazed board, filling up the indentations of the paper with stiff glue, and pasting it thus on the block. Fine effects can also be produced by glueing on to the block some perforated paper on which a lace pattern has been stamped.

Rates.

270. **Casting up.**—Jobs set on larger type than English are cast up as English, except when the page is larger than demy 4to, when they are cast up as English in width, and body of type used in depth. In casting up, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

(*a*) **Circulars, letter forms, and docket memo. forms,** are paid for at 2 annas 8 pies per 1,000 ens.

(*b*) **Letter headings** are paid for at an all-round rate of 2 annas each, and 2 pies extra per line for marginal matter.

(*c*) **Docket forms** are paid for at an all-round rate of 3 annas each, and 2 pies extra per line for marginal matter.

(*d*) **Headings for machine-ruled forms** are paid for according to time occupied.

(*e*) **Envelopes.**—Addresses, for franking, are paid 3 annas each; addresses only 2 annas each.

(*f*) **Labels in sheets** are cast up as pica at 2 annas 6 pies per 1,000 ens. The lowest payment for a single label is 2 annas.

(*g*) **Cheque forms** are paid for at 2 annas 8 pies per 1,000 ens; those with grounds are composed on time.

(*h*) **Unclassified work.**—Jobs not coming under these rules should be submitted for orders.

Form Work.

271. **Forms** are printed to facilitate business, save clerical labour, and ensure uniformity in the keeping of accounts. Some forms are merely blank tables, the lines and headings only being printed, leaving the columns blank to be filled in with the pen; others, again, have printed matter interspersed. In forms divided into columns, the blanks should be, as nearly as possible, the same as in the copy, unless otherwise ordered.

Rates.

272. Classification.—Form work is divided into five classes, and is paid for as follows :—

Class A consists of blank forms with headings, irrespective of the number of forms or columns contained in a page, and is paid for at 1 anna per 1,000 pica ens.

Class B consists of forms with lines of matter placed at wide intervals, and is paid for at the rates for Class A, 1 pie per line extra in each column being paid for the matter.

Class C consists of forms with brass rules placed at intervals across the columns, and is paid for at the rate for class A, a half pie extra being paid per rule in each column.

Class D consists of forms partially filled in with matter ; the blank columns are cast up at the rate for Class A, and the filled-in matter is paid for according to the scale of rates given in paragraph 249.

Class E consists of forms having matter changed in one or more columns in sheets succeeding those originally composed. The original composition is paid for at the rates for Class D, and changing the matter at press in succeeding sheets is paid for on time.

In forms where open matter extends across the page and is not divided into columns, one-fourth of the blank is paid to the compositor for making it up, and the value of the remainder of the blank is excluded from the cast up.

(*a*) **Casting up.**—In casting up forms, after the first 1,000 ens fractions of 250 ens are not reckoned ; 250 ens and up to 500 ens are paid for as half a thousand ; above 500 ens and up to 1,000 ens are paid for as a thousand.

(*b*) **Column heads** are paid for at 3 pies each extra, and 1 pie extra for every line above 3.

(*c*) **Interspersed lines at wide intervals** are paid for as under :—

1 pie per line extra up to 8 ems ;
2 pies per line extra from 9 ems to 33 ems ;
3 pies per line extra from 34 ems and upwards.

(*d*) **One column, 4 ems and under, filled in with figures.**—Every two lines of figures 1 pie ; wider columns filled in with figures or matter to be cast up.

(*e*) **Matter placed at the foot of a form** is paid for at the rates for interspersed lines, but when it exceeds 12 lines it is cast up at the rates shown in paragraph 249. No extra is paid for signature and date lines.

(*f*) **Headings of forms** having more than five appearing lines, set on pica or larger type, are paid for at the rates for interspersed matter. When set on type smaller than pica, all the lines are paid for at the rates for interspersed lines.

(*g*) **Full title pages.**—Pica common matter according to the space occupied.

(*h*) **Bastard titles.**—Sizes up to foolscap are paid for at 4 annas each, and 1 anna extra for each size larger.

(*i*) **Dockets.**—Skeleton dockets up to foolscap size are paid for at 2 annas each, and 6 pies extra for each size larger. Extra matter is cast up at 2 annas 8 pies per 1,000 ens.

(*j*) **Unclassified work.**—Work not coming under these rules should be submitted for orders.

COMPOSITORS' ACCOUNTS.

273. **Charging composition.**—After the matter has been read and corrected, a proof is pulled, on which the section-holder writes the compositors' names and the date of composition at the beginning of each "take," and makes it over to the computer, who enters in the general bill the number of pages and lines and the amount of extras opposite the names of the compositors who have matter in the sheet. Blanks and standing headings, with the exception of four lines for making them up, are credited to the section-holder as laid down in para. 260 under "rates." Extra charges are totalled on each page, and the total cost of each sheet is shown separately. Any portion of a work differing from the text either in size of type or description of matter, and extending to a sheet or more, is entered in the general bill accordingly. When matter is charged in galleys, all the requisite blanks, with the exception of page endings, are put in, and the computer enters the work by sheets, as if the matter had been made up into pages, the number of lines required to complete the sheet on account of the absence of head and blank lines being credited to the department. The value of these lines is deducted from the cost of composition. This plan is adopted in order that the number of sheets entered in the compositors' bill book may correspond with the number of sheets printed, provided that no additions are made or matter is cancelled by the author. When the details of a work, or portion of a work, have been computed in the general bill, the sums due to each man are then transferred to the *Compositors' Bill Book*, but when a work is unfinished at the time of closing the accounts for the month, the sheets completed are charged,—subsequent sheets and alterations being charged monthly until the work is completed. The work of compositors assisting a section other than their own is charged in the bill book of the section for which the work is done; the sums thus entered are immediately transferred to the credit of the men in the bill book of the section to which they belong, and deducted at the close of the month from the total of the bill book of the section for which the work is done. At the end of the month, the sums credited to each compositor are totalled, and the pay sheet is made out.

274. **Authors' corrections and altering standing matter,** if made before the detail is entered in the compositors' bill book, are charged at the same time as the sheets; otherwise the charge is entered in the bill book for the months in which they are made. After entering the titles of work and the folios or signatures in the docket slip, the section-holder enters the correctors' names, the number of pages corrected, and the time occupied.

He will be held primarily responsible that the proper amount of work is done for the time charged. The amounts to be paid for correcting final press proofs are also entered by the section-holder in the docket slip. The memorandum slip and the proofs are passed on to the checker, who compares the entries with the proofs and sees that no more than the proper time has been entered, according to the classes of the correctors. The memorandum slip is made over to the computer, who fills in the sum each man is entitled to, according to his class, and credits the same in the compositors' bill book.

DISTRIBUTION.

275. Distribution is the operation of returning the types to the boxes of the composing cases. Efficiency in distributing consists in throwing each type into its proper box, and practice is necessary to do this accurately and expeditiously. A distributor of average ability should distribute 5,000 ens common matter per hour.

276. Before beginning to distribute the type, the workman should see that the cases are free from pye; and if there is an accumulation of dust in the boxes, it should be blown out with the bellows.

277. Only one type should be thrown into its box at a time, and if perchance two different letters get thrown into one box, the wrong one must be immediately looked for and put into its proper place before another type is distributed.

278. The spaces must not on any account be mixed, but each kind of space should be thrown into its proper box.

279. Looking frequently at a word causes loss of time, but this may be obviated by the distributor possessing a knowledge of spelling. One line should be finished before beginning another.

280. If there is an excess of some particular sorts in the matter being distributed, the superabundance should be removed into the fount case, so that a fair proportion of type may be kept in each box.

281. If the boxes are over-filled, the case will get into pye. Any pye which a case may contain affects the compositor injuriously by causing him to have foul proofs, which he must correct at his own cost: accurate distribution is therefore incumbent on every distributor.

282. Distributors will be fined for careless distribution; and if frequently brought to notice for this fault, they will be dismissed.

283. In making over matter for distribution, the storekeeper will enter the fount and the number of the cases, and the name of the distributor, in the Distributors' Day-Book (form No. 36). Upper and lower cases bearing the same number should be used together. Distributors wilfully

laying aside matter made over to them for distribution, and which they should have distributed, will be fined or dismissed.

284. Sorts.—Distributors will not allow sorts to be taken from their cases, except by the storekeeper. Sorts and any superabundance of material that may have been turned out in distributing will be kept in the store-room. The storekeeper, under instructions from the overseers or section-holders, will direct the distributors as to the disposal of the cases when filled.

285. Cases not in use.—The storekeeper, distributors, and compositors are responsible that the cases not in use are kept free from pye. Cases found to contain pye will be cleared at their expense. If the person who pyes a case can be traced, he will be heavily fined, and the amount will go towards keeping the cases clean.

286. Distribution of matter.—To prevent a scarcity of material, the overseers and section-holders will see that there is no delay in the distribution of matter after it has been worked off at press. Standing matter, such as column heads of index to proceedings, signature and designation lines of current letters, etc., must be marked on the file by the section-holders, and be made over to them by the distributors. The material used for work in progress should be made over to the section that is doing the work, until it is finished, when the material should be returned to the general store.

287. Rates.—The rates for distribution are fixed on the same principle as those for composition, *i.e.*, by the process of "casting up." The work, though requiring care, is much more quickly executed than composition; consequently the rates per 1,000 ens are lower. In casting up matter for distribution, 500 ens and upwards are reckoned as 1,000, and less than 500 are not taken into account. The same rule is applicable in apportioning the matter in a sheet to the workmen, but in no case must the cast-up price be exceeded.

		Per 1,000 *ens.*
Common matter / *Tabular matter* / *Scheme matter*	cast up according to the fount ...	2½ pies.

Form matter, class	A,	cast up as pica	0½ pic.
	B,	,, ,, ...	0¾ ,,
,,	C,	,, ,, ...	0½ ,,
,,	D / E	½ pic for the form matter, and filled-in matter at 2½ pies.	

288. Blank forms making portions of pages of book-work are paid for at 2½ pies per 1,000 ens of the text type. Full pages of blank forms occurring in book work are paid for at the rates for form matter.

289. SIDE AND CUT-IN NOTES, AND COLUMN HEADS SET IN SMALLER TYPE THAN THE TABLE OR FORM are paid extra as under :—

1 to 6 lines	1 pie.
Every additional 6 lines or less	1 „

290. FOOT-NOTES AND INTERSPERSED COMMON, TABULAR, AND SCHEME MATTER IN SMALLER TYPE THAN THE TEXT are paid extra as under :—

1 to 4 lines	1 pie.
Every additional 4 lines or less, up to the difference in the cast-up value of the fount used	1

291. EXTRAS are calculated and totalled on each page.

292. WORK DONE ON TIME is paid for, according to the class of the workman, at rates per hour shown below :—

CLASS.	A.	P.	CLASS.	A.	P
30, earning Rs. 10 ...	0	11	34, earning Rs. 6 ...	0	7
31 „ „ 9 ...	0	10	35 „ „ 5 ...	0	5
32 „ „ 8 ...	0	9	36 „ „ 4 ...	0	4
33 „ „ 7 ...	0	8			

293. COVERS, BASTARD TITLES, TITLE PAGES, and JOB WORK are distributed on time.

294. DOCKETS are cast up as form work. If the matter exceeds one-fourth of the docket, it is cast up as common matter.

295. BLANKS.—Three lines are allowed for distributing the blanks at chapter heads or endings, etc.

296. DISTRIBUTORS' ACCOUNTS. CHARGING DISTRIBUTION.—A proof of the sheet or job for distribution is made over by the overseer or the section-holder to the men required for the work. The printing office register number, the title of the work, the signature of the sheet, the distributors' names, and the date on which the work is given out, should be written on the sheet. On the completion of the work, the proof will be taken to the overseer or the section-holder, who will write on it, after ascertaining that the work has been done, his initials and the date. The proof will then be made over to the bill writer, who will write on it the number of ens and the value of the different descriptions of matter, with the amount of extras, opposite the name of each distributor. The details are then entered in the Distributors' Bill Book (form No. 37), which is totalled at the end of the month, signed by the computer, and made over to the account branch for the compilation of the monthly bills.

297. The time occupied by a distributor in distributing job work and titling letter, or supplying sorts to sections, is entered in form No. 38.

Division IV.

MACHINE AND PRESS WORK.

298. The following rates for payment to pressmen include the covering of tympans and friskets, keeping presses, ink tables, rollers, etc., clean and in good working order, and making ready. For machine work, see under Jail Press.

299. Press work is paid at the following rates per form :—

Book-Work.

	Per 100.			Per 1,000.		
	Rs.	A.	P.	Rs.	A.	P.
Under demy ...	0	2	2	1	3	0
Demy to super-royal	0	2	10	1	6	0
Above super-royal	0	3	4	1	14	0

Form-Work.

	Rs.		P.	Rs.	A.	P.
Under demy	0		6	0	12	6
Demy to super-royal—						
For numbers up to 2,000 ...	0	2	0	1	1	6
For numbers exceeding 2,000				1	0	0

300. Fifty impressions and under are paid as half hundred, and 51 up to 100 as a full hundred.

301. Where two separate forms are printed together on separate sheets of paper, they are paid as if printed separately.

302. When two or more separate sheets of paper are used to print one form, the press work is paid as follows :—

First lay ...	Full rates.
Second lay ...	Half rates.
All subsequent lays	Quarter rates.

303. Numbers below 1,000 are paid at the rate for 100 copies, provided the rate fixed for 1,000 is not exceeded ; except the *Calcutta Gazette*, which is paid at the 100 rate.

304. Alterations at press and work printed on time are paid as follows :—

	A.	P.	
3-8 Rs.	0	4	per hour.
4	0	5	
7	0	8	
7-8	0	9	
8	0	9	
10	1	0	
10-8	1	0	
11	1	1	
11-8	1	1	
12	1	2	

305. Less than quarter of an hour is paid as quarter of an hour.

306. DIVISION OF EARNINGS.—The amount earned by each press is divided in the following proportions. Exception is taken to this rule in special cases, when the division is made according to agreement made between the men.

307. When a press is worked by two men:—

Pressman	...	...	...	60 per cent.
Inker	...	...	...	40 "

308. When a press is worked by three men:—

Pressman	...	...	...	50 per cent.
Inker	...	...	...	30 "
Fly-boy	...	...	...	20 "

309. When a press is worked by four men, as with forms printed in colours:—

Pressman	...	...	...	45 per cent.
Inker	...	...	...	20 "
Inker	...	...	...	20 "
Fly-boy	...	...	...	15 "

The pressmen make ready their forms according to the instructions prepared for their guidance. They show the first sheet printed to the jemedar, who signs it if it is correct, and it is kept by the pressmen for comparison while printing.

All the sheets of a work must be uniform in impression, colour, and register, and the sheets must be examined frequently during the progress of printing by the pressmen themselves and the jemedar.

DIVISION V.

WAREHOUSE AND BINDERY.

310. All work received in the warehouse or bindery is entered in the Bindery Register (form No. 39). It is then made over to the section-holders concerned and entered by them in their register (form No. 40).

311. Before any work is proceeded with, a muster is submitted by the section-holders to the overseer, and by him compared with the sample in the case of routine work or submitted to the Superintendent in the case of new work. The style of work being once settled for any description of routine work must never be deviated from without special instructions.

312. RATES.—The following are the rates paid for warehouse work :—

PRESSING—

		Rs.	A.	P.
Full sheet demy to imperial	*per* 1,000 *sheets* ...	0	3	0
Half sheet double foolscap and half sheets of all sizes up to imperial ...	*per* 2,000 *half sheets* ...	0	4	6
Quarter sheet double foolscap and quarter sheets of all sizes up to imperial ...	*per* 4,000 *quarter sheets*	0	6	6
Double foolscap octavo and octavos of all sizes up to imperial, and all sizes smaller than octavo ...	*per* 8,000 *octavos* ...	0	9	0

FOLDING—*per* 1,000 *sheets*—

		Folios.			4tos.			8vos.		
		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Foolscap folio ...	1 fold	0	1	0	0	0	9	0	0	0
	2 folds	0	1	9	0	0	0	0	0	0
	3 folds	0	3	0	0	0	0	0	0	0
Demy and medium	1 fold	0	1	3	0	1	0	0	0	9
	2 folds	0	2	3	0	1	6	0	0	0
	3 folds	0	4	0	0	0	0	0	0	0
Royal, super-royal, and double foolscap ...	1 fold	0	1	6	0	1	2	0	0	10
	2 folds	0	2	9	0	1	8	0	0	0
	3 folds	0	4	9	0	0	0	0	0	0
Imperial ...	1 fold	0	1	9	0	1	3	0	1	0
	2 folds	0	3	0	0	1	9	0	0	0
	3 folds	0	5	3	0	0	0	0	0	0

GATHERING—*per* 1,000 *sheets*—

		Rs.	A.	P.
Foolscap folio	1 fold	0	0	6
	2 folds	0	0	4
	3 folds	0	0	4
Demy and medium	1 fold	0	0	8
	2 folds	0	0	6
	3 folds	0	0	6
Royal, super-royal, and double foolscap	1 fold	0	0	10
	2 folds	0	0	8
	3 folds	0	0	8
Imperial	1 fold	0	1	0
	2 folds	0	0	9
	3 folds	0	0	9

COLLATING—*per* 100 *copies*—

		3 to 5 sheets.			additional 5 sheets.		
		Rs.	A.	P.	Rs.	A.	P.
Foolscap	folio ...	0	0	4	0	0	4
	4to ...	0	0	3	0	0	3
	8vo ...	0	0	3	0	0	0
Demy and medium ...	folio ...	0	0	6	0	0	6
	4to ...	0	0	4	0	0	4
	8vo ...	0	0	4	0	0	4
Royal, super-royal, and double foolscap	folio ...	0	0	8	0	0	8
	4to ...	0	0	6	0	0	6
	8vo ...	0	0	6	0	0	6
Imperial	folio ...	0	0	10	0	0	0
	4to ...	0	0	6	0	0	6
	8vo ...	0	0	6	0	0	6

NIPPING—To be done on time.

STABBING AND STITCHING—*per* 100 *copies*—

		5 sheets and under. Rs.	A.	P.	Additional 5 sheets. Rs.	A.	P.
Foolscap folio ...	folio ...	0	1	3	0	0	6
	4to ...	0	1	0	0	0	5
	8vo ...	0	0	9	0	0	4
Demy and medium ...	folio ...	0	1	6	0	0	7
	4to ...	0	1	3	0	0	6
	8vo ...	0	1	0	0	0	5
Royal, super-royal, and double foolscap	folio ...	0	1	9	0	0	8
	4to ...	0	1	6	0	0	7
	8vo ...	0	1	3	0	0	6
Imperial ...	folio ...	0	2	0	0	0	6
	4to ...	0	1	9	0	0	8
	8vo ...	0	1	6	0	0	7

Half of the above rates are paid when only stitching is done.

SAWING THE BACKS—*per* 100 *copies*—

		Rs.	A.	P.	Rs.	A.	P.
Foolscap folio	folio ...	0	0	6	0	0	$4\frac{1}{2}$
	4to ...	0	0	4	0	0	4
	8vo ...	0	0	3	0	0	3
Demy and medium	folio ...	0	0	8	0	0	$4\frac{1}{2}$
	4to ...	0	0	5	0	0	4
	8vo ...	0	0	4	0	0	3
Royal, super-royal, and double foolscap	folio ...	0	0	9	0	0	5
	4to ...	0	0	6	0	0	5
	8vo ...	0	0	5	0	0	4
Imperial	folio ...	0	0	10	0	0	4
	4to ...	0	0	7	0	0	5
	8vo ...	0	0	6	0	0	6

SEWING—*per* 100 *copies*—

		Rs.	A.	P.	Rs.	A.	P.
Foolscap folio	folio ..	0	3	6	0	2	8
	4to ...	0	2	6	0	1	11
	8vo ..	0	2	0	0	1	6
Demy and medium	folio ..	0	4	0	0	3	0
	4to ..	0	2	6	0	1	11
	8vo ..	0	2	6	0	1	11
Royal, super-royal, and double foolscap	folio ..	0	4	0	0	3	0
	4to ..	0	2	6	0	1	11
	8vo ..	0	2	6	0	1	11
Imperial	folio ..	0	5	0	0	3	9
	4to ..	0	3	6	0	2	7
	8vo ..	0	2	6	0	1	6

CUTTING EDGES—*per* 1,000 *cuttings*—

		Fore-edge. Rs.	A.	P.	Head or tail. Rs.	A.	P.
Foolscap folio	folio ..	0	0	2	0	0	1
	4to	0	0	1	0	0	1
	8vo ..	0	0	1	0	0	$0\frac{1}{2}$
Demy and medium	folio ..	0	0	2	0	0	$1\frac{1}{2}$
	4to ..	0	0	$1\frac{1}{2}$	0	0	1
	8vo ..	0	0	1	0	0	$0\frac{3}{4}$
Royal and super-royal ...	folio ..	0	0	4	0	0	$1\frac{1}{2}$
	4to ..	0	0	$1\frac{1}{2}$	0	0	1
	8vo ..	0	0	1	0	0	$0\frac{3}{4}$
Double foolscap	folio ..	0	0	4	0	0	2
	4to ..	0	0	2	0	0	1
	8vo ..	0	0	$1\frac{1}{2}$	0	0	1
Imperial	folio ..	0	0	4	0	0	
	4to ..	0	0	2	0	0	1
	8vo ..	0	0	$1\frac{1}{2}$	0	0	1

		5 sheets and under.			Additional 5 sheets.		
		Rs.	A.	P.	Rs.	A.	P.
Tacking—*per* 100 *copies*—							
Foolscap	folio ...	0	0	5	0	0	2
	4to ...	0	0	4	0	0	2
	8vo ...	0	0	3	0	0	2
Demy and medium	folio ...	0	0	6	0	0	2
	4to ...	0	0	4	0	0	2
	8vo ...	0	0	3	0	0	2
Royal, super-royal, and double foolscap	folio ...	0	0	7	0	0	2
	4to ...	0	0	5	0	0	2
	8vo ...	0	0	4	0	0	2
Imperial	folio ...	0	0	8	0	0	2
	4to ...	0	0	6	0	0	2
	8vo ...	0	0	4	0	0	2

Pasting on leaves will be paid at the above rates.

		Rs.	A.	P.	Rs.	A.	P.
Pasting up backs and covering—*per* 100 *copies*—							
Foolscap folio	folio ...	0	1	6	0	0	5
	4to ...	0	1	2	0	0	5
	8vo ...	0	0	11	0	0	5
Demy and medium	folio ...	0	1	10	0	0	5
	4to ...	0	1	5	0	0	5
	8vo ...	0	1	1	0	0	5
Royal, super-royal, and double foolscap.	folio ...	0	2	3	0	0	5
	4to ...	0	1	9	0	0	5
	8vo ...	0	1	4	0	0	5
Imperial	folio ...	0	2	8	0	0	5
	4to ...	0	2	0	0	0	5
	8vo ...	0	1	6	0	0	5

				Rs.	A.	P.
Pasting on end papers—*per* 100 *copies, or* 200 *pastings*—						
Foolscap folio	folio	...	...	0	1	0
	4to	...	...	0	0	9
	8vo	...	...	0	0	6
Demy and medium	folio	...	...	0	1	2
	4to	...	...	0	0	11
	8vo	...	...	0	0	8
Royal, super-royal, and double foolscap	folio	...	...	0	1	4
	4to	...	...	0	1	1
	8vo	...	...	0	0	10
Imperial	folio	...	...	0	1	6
	4to	...	...	0	1	3
	8vo	...	...	0	1	0
Pasting covers on end papers—*per* 100 *copies*—						
Foolscap folio	folio	...	...	0	2	0
	4to	...	...	0	1	6
	8vo	...	...	0	1	0
Demy and medium	folio	...	...	0	2	4
	4to	...	...	0	1	10
	8vo	...	...	0	1	4
Royal, super-royal, and double foolscap.	folio	...	...	0	2	8
	4to	...	...	0	2	2
	8vo	...	...	0	1	8
Imperial	folio	...	...	0	3	0
	4to	...	...	0	2	6
	8vo	...	...	0	2	0
Eyeleting—*per* 1,000—						
Puncturing and fixing rings.	On paper		...	0	3	9
	On parchment		...	0	5	0

313. In all the above operations, odd numbers up to 10 are not paid for; 11 to 25 are paid for as quarter of a hundred; 26 to 50 as half a hundred; and so on by quarters of a hundred up to 100.

PERFORATING.

314. Perforating machines are used for puncturing holes in forms of bills, cheques, receipts, vouchers, etc., so that the parts can be easily and conveniently separated. The machine being easily worked, the principal thing to be observed is to lay the paper so that the perforation will be made in the proper place.

315. RATES.—Perforating is paid for at the rate of one anna per 1,000 perforations.

316. ACCOUNTS.—When each order is completed, the file copy, with the perforator's name and the number of perforations written on it, is made over by the perforator to the computer, who enters the work in the Perforating Machinemen's Bill Book (form No. 41). At the end of the month the number of perforations is totalled, and the perforator credited with the amount earned by him.

NUMBERING.

317. Numbering machines are used for printing consecutive numbers on forms of bills, cheques, account books, etc. The figures are fixed in the circumference of a revolving cylinder, which is brought down on the paper by the pressure of the right hand on the lever. After an impression has been taken the cylinder turns, and the next number is ready to be printed. The machine is self-inking, and prints as many figures for a number as there are wheels. Great attention is required in working this machine, as one of the wheels may slip, and thus throw the numbers out of consecutive order.

318. RATES.—Numbering is paid per 1,000 impressions as follows:—

		Rs.	A.	P.
One impression on a page	...	0	2	0
Two impressions on a page	...	0	2	6
Three impressions on a page	...	0	3	0

319. ACCOUNTS.—When each order is completed, the file copy, with the numberer's name and the number of impressions written on it, is made over by the numberer to the computer, who enters the work in the Numbering Machinemen's Bill Book (form No. 42). At the end of the month

the number of impressions is totalled, and the numberer credited with the amount earned by him.

Envelope-making.

320. After the sheets have been cut up by the paper-cutting machine into the required sizes, about 250 pieces should be placed at one time on the envelope-cutting machine. A knife, shaped to the form of the envelope, is then placed on the paper, and by means of a wheel, which works the machine, the knife is forced through the paper. The paper thus cut is "combed out" on a board, and a brush filled with thin paste is passed over the parts to be pasted, which are folded down by hand. The combing out should be equal, so that each envelope may receive a proper quantity of paste. The folding should be even and of the same size as the pattern, and the parts pasted down should be well rubbed over to make them adhere.

321. Classification.—Envelopes are divided into two classes:—

Class A consists of envelopes with flaps opening in the centre.

Class B consists of envelopes with flaps opening at one end.

322. Rates.—The following are the rates paid for folding and pasting envelopes per 1,000:—

	Class A.			Class B.		
	Rs.	A.	P.	Rs.	A.	P.
Half sheets of all sizes	0	6	0	0	4	6
Quarter sheets and under of all sizes	0	5	0	0	4	0

Fractions of 100 envelopes in the total monthly quantity are reckoned as one hundred.

323. Accounts.—When each order is completed, the file copy, with the envelope maker's name and the number of copies written on it, is made over by the maker to the computer, who enters the work in the Envelope Makers' Bill Book (form No. 43). At the end of the month the number of envelopes is totalled, and the maker credited with the amount earned by him.

Paper-ruling.

324. Paper-ruling is the process of marking paper with lines to guide the hand in writing, or for classification, as in the columns of account books, etc.

325. *Go-through* work consists of parallel lines ruled the entire length or breadth of the paper, generally with faint

blue ink, the sheets being passed through the machine uninterruptedly.

326. *Stop* work consists in ruling a given number of perpendicular lines which stop at, or begin from, a horizontal line, and which are generally ruled with red ink.

327. By fixing separate pieces of flannel on to the slide, several colours can be simultaneously ruled.

328. To get the pens into working order and the lines regular, a sheet of paper should be passed under the pens several times. The pens should all have a uniform pressure on the paper. If any have not sufficient pressure, they should be pressed down gently with the finger; if all have too much or too little pressure, the slide should be regulated accordingly by means of the screw for that purpose.

329. Should any of the lines appear thick, the pens must be closed with the plyers till the desired fineness is obtained. When the lines appear too fine, the pens should be opened by passing a piece of brass down their grooves.

330. To ensure uniformity in ruling the lines, care should be taken in supplying the flannel with ink; too large a quantity causing thick lines or blots, and too small a quantity "missing," the ink appearing here and there.

331. When the weather is wet, the canvas sometimes becomes too tight; and when dry, too slack. These defects are remedied by means of a screw attached to the bottom canvas roller.

332. In ruling double-stop work, a double-stop slide is required. The pens for the under stop should be somewhat shorter than those for the upper stop. Pens that have become short from frequent use will do for this purpose. The under stop pens are supplied with ink by means of a small piece of flannel nailed on to the lower stop in the usual manner.

333. A triple slide can also be used for ruling in a similar manner.

334. Inks of almost any colour can be made with the diamond dyes. Directions for making the inks are given with each colour. When the paper has a greasy or rough surface, and the pens frequently miss, a little ox-gall should be mixed with the ink to make it adhere. If the ink should become lumpy after adding the gall, it should be strained through a piece of flannel.

335. If blue ink, after standing for a short time, becomes of a greenish cast, it should be poured from one basin to another, when the colour will be restored.

336. After each pattern is finished, the pens should be lowered upon some blotting paper to draw the ink from them.

337. When the flannel is taken off the slide, the ink should be well pressed out of it.

338. The flannel and brush should be washed in warm water at least three times a week.

339. RATES.—The following are the rates paid for forms ruled on the machine :—

DESCRIPTION OF WORK.	Foolscap and under.	Demy to royal.	Double foolscap and super-royal.	Imperial and upwards.
	Rs. A. P.	Rs. A. P.	Rs. A. P	Rs. A. P.
Making ready	0 3 0	0 3 6	0 4 0	0 4 6
Go-through work, pr. 100 sides ...	0 0 3	0 0 3½	0 0 4	0 0 4½
" " " 1,000 " ...	0 2 0	0 2 6	0 3 0	0 3 6
Under-line work, " 100 " ...	0 0 3½	0 0 4	0 0 4½	0 0 5
" " " 1,000 " ...	0 3 0	0 3 6	0 4 0	0 4
Stop-work, " " 100 " ...	0 0 6	0 0 7	0 0 8	0 0 9
" 1,000 " ...	0 4 0	0 5 0	0 6 0	0 7 0

Numbers below 500 are paid for at the rate per 100 copies ; 350 copies and upwards are paid for at the rate per 1,000 copies.

340. Where two or more colours are ruled at one time, one-fourth of the rates for go-through work and one-eighth of the rates for stop-work are paid extra. In inner forms, where little shifting of pens is required, one-fourth of the rates is allowed for making ready. Where shifting of pens is unnecessary, the making ready charge is not paid. When pens are supplied, no making ready charge is allowed.

When the ruling of any form is finished, the pens will be carefully cleaned and enclosed in envelopes made for the purpose, the register number, name of work, and when last used being marked on the envelope. The bindery foreman will take charge of them, and will be responsible for producing them when required.

341. DIVISION OF EARNINGS.—The amount earned by each machine is divided among the workmen in the following proportions :—

Machineman	... ...	50 per cent.
Feeder	... ...	30 "
Puller-off	... ...	20 "

342. SUBSTITUTES.—A feeder who works as a substitute for a machineman, or a puller-off for a feeder, is paid at the rate for the higher grade ; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

343. ACCOUNTS.—As each job is completed, the file sheet, with the workmen's names and the number of copies written on it, is made over by the machineman to the computer, who writes the details on it and enters them in the Ruling Machinemen's Bill Book (form No. 44). When a work of which a large number of sides has been ruled is unfinished at the close of a month, the price of the sides ruled is charged to account and the amount adjusted in the following month's bill book. At the end of the month the

sums credited to each man and the entries against each work are totalled, and the bill book, signed by the computer, is made over to the account branch.

Bookbinding.

344. The following are the rates paid for the various descriptions of binding :—

Section A.—Binding in leather.

Preliminary forwarding.

		Rs.	A.	P.
Folding—*per* 1,000 *sheets*—				
		0	2	6
Foolscap folio	2 folds	0	4	6
	3 folds	0	6	0
Demy and medium	1 fold	0	3	6
	2 folds	0	5	0
	3 folds	0	8	0
Royal, super-royal, and double foolscap	1 fold	0	4	0
	2 folds	0	7	0
	3 folds	0	10	0
Imperial	1 fold	0	4	6
	2 folds	0	8	0
	3 folds	0	12	0
Gathering—*per* 1,000 *sheets*—				
Foolscap folio		0	1	9
Demy and medium	4to	0	1	6
	8vo	0	1	3
Royal, super-royal, and double foolscap	4to	0	1	9
	8vo	0	1	6
Imperial	4to	0	2	0
	8vo	0	1	9

		3 to 5 sheets.			Every additional 5 sheets.		
		Rs.	A.	P.	Rs.	A.	P.
Collating—*per* 100 *copies*—							
Foolscap folio ...		0	1	6	0		
Demy and medium	4to	0	1	0	0		
	8vo	0	1	0	0		
Royal, super-royal, and double foolscap	4to	0	1	6	0		
	8vo	0	1	6	0		
Imperial	4to	0	1	6	0		
	8vo	0	1		0	1	
Sawing the backs—*per* 100 *copies*—							
Foolscap folio		0			0		
Demy and medium ...	4to	0			0		
	8vo	0			0	0	9
Royal, super-royal, and double foolscap	4to	0			0	1	3
	8vo	0			0	1	
Imperial	4to	0			0	1	
	8vo	0	1	6	0	1	
Sewing, ordinary—*per* 100 *copies* —							
Foolscap folio		0	10	0	0	8	0
Demy and medium	4to	0	7	0	0	6	0
	8vo	0	7	0	0	6	0
Royal, super-royal, and double foolscap	4to	0	7	0	0	6	0
	8vo	0	7	0	0	6	0
Imperial	4to	0	9	0	0	7	6
	8vo	0	7	6	0	6	0

Sewing on slips, 25 per cent. extra on the rates for ordinary sewing.

Class I.—*Bindings in full morocco, calf, or fine sheep.*

Forwarding and **Finishing** are paid for according to the time occupied.

Class II.—*Half binding in morocco, calf or fine sheep, sprinkled edges.*

Detail.	Number of sheets.	Sizes. All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
Per 100 copies.		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Forwarding	10 sheets and under	15 0 0	20 0 0	25 0 0	32 0 0	40 0 0
	Every additional ten sheets up to 40 sheets*	4 0 0	5 0 0	6 0 0	7 8 0	9 0 0
Extras—						
Millboards ... lining	....	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Millboards ... bevelling	Per 200	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Lining end papers	Per 100	0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
Colouring edges... / Marbling edges ... / Pocket ... } are paid for according to the time occupied.						
Pasting gold label	....	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Finishing— *Blind—*						
Pallet on back	Per panel	0 4 0	0 5 0	0 5 0	0 6 0	0 7 0
	Additional panel	0 1 0	0 1 0	0 1 0	0 1 0	0 1 0
Fillet or roll on sides and corners ...	Per 100 books	0 12 0	1 0 0	1 0 0	1 4 0	1 8 0
Gilt—						
Pallet on back	Per panel	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
	Additional panel...	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0
Fillet or roll on sides and corners ...	....	1 8 0	2 0 0	2 0 0	2 8 0	3 0 0
Label on back, each	Per 100	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
Lettering on back, per line	First line	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
	Every additional line	0 3 0	0 4 0	0 4 0	0 5 0	0 6 0
Extra finishing is paid for according to the time occupied, or according to agreement.						

* After 40 additional sheets half of the above rates is paid for every additional 10 sheets.

Section B.—Case work and boardings.

Preliminary forwarding.

FOLDING—*per* 1,000 *sheets*—

		Rs.	A.	P.
Foolscap folio ...	1 fold	0	1	3
	2 folds	0	2	3
	3 folds	0	3	9
Demy and medium ...	1 fold	0	1	0
	2 folds	0	2	9
	3 folds	0	5	0
Royal, super-royal, and double foolscap	1 fold	0	2	6
	2 folds	0	3	0
	3 folds	0	6	6
Imperial	1 fold	0	2	0
	2 folds	0	3	3
	3 folds	0	6	9

GATHERING—*per* 1,000 *sheets*—

		Rs.	A.	P.
Foolscap folio		0	1	0
Demy, and medium	4to	0	1	0
	8vo	0	1	0
Royal, super-royal, and double foolscap	4to	0	1	6
	8vo	0	1	3
Imperial	4to	0	1	9
	8vo	0	1	6

COLLATING—*per* 100 *copies*—

		3 to 5 sheets.			Every additional 5 sheets.		
		Rs.	A.	P.	Rs.	A.	P.
Foolscap folio		0	0	8	0	0	8
Demy and medium	4to ...	0	0	6	0	0	6
	8vo ...	0	0	6	0	0	6
Royal, super-royal, and double foolscap	4to ...	0	1	0	0	1	0
	8vo ...	0	1	0	0	1	0
Imperial	4to ...	0	1	0	0	1	0
	8vo ...	0	1	0	0	1	0

SAWING THE BACK—*per* 100 *copies*—

		Rs.	A.	P.	Rs.	A.	P.
Foolscap folio		0	1	0	0	0	9
Demy and medium	4to ...	0	0	10	0	0	8
	8vo ...	0	0	8	0	0	6
Royal, super-royal, and double foolscap	4to ...	0	1	0	0	0	10
	8vo ...	0	0	10	0	0	8
Imperial	4to ...	0	1	2	0	0	10
	8vo ...	0	1	0	0	0	8

Class III.—*Case work*

Detail.	Number of sheets.	Sizes. All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
Per 100 copies.		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Forwarding—						
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs...	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 0	0 3 3	0 3 6
Rounding and backing at machine ...	10 sheets and under	0 6 0	0 8 0	0 9 0	0 11 3	0 13 6
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 3	0 2 9	0 3 3
Making cases, including cutting millboards and cloth, and rolling ...	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Lining back with calico, including cutting cloth	10 sheets and under	0 3 0	0 4 0	0 5 0	0 6 0	0 7 0
	Every additional 10 sheets ...	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
Rounding backs of cases, putting on cases and pasting end papers, pressing, and cleaning	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Blocking side and back ... in blind ...	Per 100 pulls	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
Blocking side and back ... in gold ...	Per 100 pulls	0 6 0	0 8 0	0 10 0	0 12 6	0 14 0
Extras.						
Lining end papers	Per 200	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
Bevelling millboards	Per 200 boards	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
Pocket is paid for according to the time occupied.						
Lining, folding, and inserting maps, plans, or statements, is paid for according to the time occupied.						

	3 to 5 sheets.	Every additional 5 sheets.
	Rs. A. P.	Rs. A. P.
Sewing, ordinary—*per* 100 *copies*—		
Foolscap folio	0 7 0	0 5 3
Demy and medium ... 4to ...	0 4 6	0 4 0
Demy and medium ... 8vo ...	0 4 6	0 4 0
Royal, super-royal, and double foolscap ... ... 4to ...	0 4 6	0 4 0
Royal, super-royal, and double foolscap ... ... 8vo ...	0 4 6	0 4 0
Imperial ... ... 4to ...	0 6 0	0 5 0
Imperial ... ... 8vo ...	0 5 0	0 4 0

Sewing on slips, 25 per cent. extra on the rates for ordinary sewing.

Class IV.—*Bindings in full cloth boards, flush.*

Detail.	Number of sheets.	Sizes. All si...	...y, ...yal 8vo, ...can 4to.	...uper-ro... ...d im-perial 8... ...d 4to post.	...on ...and ...roy... ...to ...cal ...ools. ...io.	...er-r... ...rial
Per 100 *copies.*		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Forwarding—						
Pasting on end papers, folding end papers, cutting strings, beating, and gluing up backs	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, putting on boards, and pasting down end papers ...	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Covering	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 0
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Blocking covers—						
Blocking side in blind	Per 100 pulls	0 3 9	0 5 0	0 6 3	0 7 9	0 8 9
Blocking title on side in gold	Per 100 pulls	0 7 6	0 10 0	0 12 6	0 15 6	1 1 6
Extras—						
Pasting paper label on side		0 4 6	0 4 0	0 4 0	0 4 0	0 0 4
Pasting paper label on back		0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

Class V.—*Binding in boards, cloth backs, paper covers, flush.*

Detail.	Number of sheets.	Sizes.				
		All si[illegible] unde[illegible]	[illegible]dium [illegible]d fo[illegible]	[illegible]royal im- [illegible]l 8vo 4to	[illegible]emy, [illegible]ium, and royal [illegible]nd fools- cap fo[illegible]	[illegible]r-roya[illegible] [illegible]ial 4to,
Per 100 copies.		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Forwarding—						
Pasting on end papers, folding end papers, cutting strings, beating, and gluing up backs ...	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, boarding, and pasting down end papers ...	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets	0 2 0	0 2 6	0 3	0 4 0	0 4 6
Cutting and pasting on cloth	10 sheets and under	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
	Every additional 10 sheets	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
Cutting and pasting on cover	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Extra—						
Pasting paper label on back		0 2 0	0 2 0		0 2 0	0 2 0

Section C.—Stationery binding.

345. Account books are bound on time.

346. Repairing and rebinding books is paid for according to the time occupied.

347. Work done on time is paid for, according to the class of the workman, at the rates shown below :—

[illegible]lass.	Rs.	A.	P.	Class.	Rs.	A.	P.
25, earning Rs. 15 ...	0	1	4	31, earning Rs. 9 ...	0	0	10
26 ,, 14 ...	0	1	3	32 ,, 8 ...	0	0	9
27 ,, 13 ...	0	1	2	33 ,, 7 ...	0	0	8
28 ,, 12 ...	0	1	1	34 ,, 6 ...	0	0	7
29 ,, 11 ...	0	1	0	35 ,, 5 ...	0	0	6
30 ,, 10 ...	0	0	11	36 ,, 4 ...	0	0	4

Less than 15 minutes occupied on time is reckoned as quarter of an hour.

348. Unclassified work.—Work not coming under these rules should be submitted for orders.

349. Accounts.—The work as distributed to the men is entered in the Bindery Work Voucher (form No. 45), the

work done on time being entered in the detail of labour, printed on the back of the bindery work voucher. When the work is completed, the details of cost and the sums payable to the men are entered into the Bindery Bill Book (form No. 46).

Division VI.

TYPE STORE DEPARTMENT.

350. The work of this department will be—

(1) To receive indents from all departments for type.
(2) To send indents to the Type-casting Department for type.
(3) To receive all cast type from the Type-casting Department.
(4) To issue type to all departments.
(5) To keep a proper account of all receipts and issues of type.
(6) To obtain all stores required by the Type-casting Department, and to issue on indent as required by that department.

351. The type store will be in charge of a storekeeper, with such assistance as he may require from the Distributors' Department, for which he will submit a requisition daily (form No. 1).

352. The storekeeper will receive indents for type from departments in type requisition form (form No. 2).

353. He will indent for type on the Type-casting Department in type indent form (form No. 3).

354. He will receive all type from the Type-casting Department under chalan (form No. 4). One part of this form he will sign and return to the Type-casting Department; the other part of it he will retain as a voucher for the entry in his stock ledger. He will enter the quantity received in his Register of Receipts (form No. 5).

355. He will issue type to departments under a receipt form (form No. 6), which he must get back signed by the party indenting for the type.

356. He will post all his receipts and issues in the Type Store Ledger (form No. 7). The entries in the ledger must be in detail according to the vouchers, and not simply the gross weight received or issued on each voucher. There will be a separate account for every fount in the specimen book, each fount bearing a consecutive number. The body types will probably require one volume each, and the heading and fancy founts much less, according to the number of transactions.

357. He will submit monthly two sets of bills (form No. 8A)—one for the type supplied to the Secretariat Press

and the other for the type supplied to the Jail Press. The type will be valued in these bills at the ordinary rate charged by the Government of India Press.

358. He will receive monthly from the Type-casting Department an indent for stores, except type metal, required during the following month, and these he will obtain from the contractor and issue. For type metal a special indent (form No. 8) will be submitted by the Type-casting Department. The account of the type metal will be kept in one of the volumes of the Type Store Ledger.

359. The dross left over from type-casting will be made over to the Stereo Department for melting down. The metal obtained in this way will be received into store and issued for quadrat-casting. It should have a separate account like type metal. The Stores Department will make out a bill for the cost at a specific rate per pound of metal obtained.

360. All transactions in connection with the Type Store and Type-casting Departments must be recorded in pounds and ounces, and not seers and chittacks.

361. The type storekeeper will receive from departments all old type which has been ordered to be melted down. He will enter the quantities in a register (form No. 9), and will also keep an account in one of the volumes of the store ledger like type metal. This metal can be used for casting quadrats and spaces, and also large type; but in the event of an excess being on hand, it will be found that the smaller sizes with the addition of antimony and block tin can be utilised for casting larger sizes.

362. The type will be made over to the Stereo Department for melting down, and the metal obtained will be charged for at a specific rate per pound produced after melting.

363. Type-casting metal will be supplied to the Casting Department, made up in two qualities, viz. extra hard metal for type and ordinary metal for quadrats. The former will be supplied in thin plates, and the latter in thick blocks, and the one quality must never be used in place of the other.

364. When it is found that these qualities of metal are too hard for any particular kind of type, extra lead may be issued for mixing.

TYPE-CASTING.

365. Rates.—Rubbing type is paid for at the following rates per 1,000 letters:—

	Rs.	A.	P.		Rs.	A.	P.
English Pica	0	1	10½	Nonpareil Emerald	0	2	1
Small pica Long primer Bourgeois Brevier	0	1	8	Great primer to cannon and titling type of all sizes ...	0	2	3
Minion	0	1	10½	Kerned letters are rubbed on time.			

366. Fifty letters and upwards are paid for as a hundred, and less than fifty are not taken into account. If it is found on test that the type has not been properly rubbed, the rubber at fault will be fined, and the work will be done again at his own cost.

367. Accounts.—The orders for type are entered in the Register of Indents (form No. 10). The details of rubbing type are entered in the Type Foundry Work Voucher (form No. 11), which is then forwarded to the computer, who calculates the amount earned by each workman. The amounts are then transferred to the Type Foundry Bill Book (form No. 12) for the preparation of the monthly pay bills.

JAIL PRESS.

368. The Jail Press was organised under the orders contained in the Financial Department's Resolution No. 3530—33, dated the 26th October 1877.

369. The Jail Department supplies to the Printing Department a certain number of convicts each day, which the Printing Department provides with work, and also with the necessary supervising staff, machinery, tools, and everything requisite for carrying on the work.

370. The Printing Department is not in any way responsible for the safe custody of prisoners made over to it, nor for their discipline; the Jail Department providing its own officers for these purposes. The Jail Department, on the other hand, is not responsible in any way for the execution or despatch of the work issued to the convicts.

371. The Deputy Superintendent, who was appointed under the Financial Department's Resolution No. 3530—33, dated the 26th October 1877, is the medium of communication in all ordinary matters between the Printing Department and the Jail Department. He receives all work direct and distributes it, and conducts all correspondence in connection with it.

372. The work done by the convicts is valued according to the scale of rates by which the Government of India Central Press values its work, and a statement showing the results of the work of the convicts is furnished to the Jail Department for incorporation in its accounts.

373. The convict establishment is liable to fluctuation in numbers. It is also liable to fluctuation in efficiency, owing to releases of trained men and other causes For these causes, and as the work required to be done does not admit of delay, it is assisted, in addition to the supervising staff, by an establishment of paid workmen, having no communication with the convicts, but working on the Jail premises in a separate enclosure, made over to the Printing Department for the purpose.

374. The division of the work between the two establishments is attended to by the Deputy Superintendent, who is guided by the terms of the resolution referred to above, which enjoin that no work shall be taken up by the paid establishment which can be done by the convict establishment. At the same time, the work of the convict establishment, being mainly form-work, which has to be supplied to district officers on dates prescribed by Government, no considerations can be allowed to stand in the way of these orders being strictly observed.

375. The dates prescribed by Government on which work done in the Jail Press must be despatched are up to the present as follows :—

Serial No.	Department.	Date of despatch.
1	*Bengali Gazette*	Every Tuesday.
2	*Behar ditto*	Ditto.
3	*Police ditto*, Bengali	Every Friday.
4	*Ditto*, Hindi	Ditto.
5	Bills and Acts of the Local and Imperial Legislature.	Within seven days from publication in Gazette.
	Form Store Department.	
1	Special forms, Mofussil*	31st May.
2	Sonthal Pergunnahs forms ...	31st May.
3	Forest Department, Bengal ...	31st May.
4	Ditto, Assam ...	31st May.
5	Special forms, Presidency* ...	30th June.
6	Bengal Jails { *District* ... ... / *Subsidiary*	31st July.
7	Bengal Police	31st August.
8	Bengal Government Executive ...	30th September.
9	General Use—Miscellaneous ...	30th September.
10	Emigration { *Colonial* ... ... / *Inland*	30th September.
11	Road Cess	30th September.
12	Road Fund	30th September.
13	Assam Revenue	31st October.
14	Do. Income Tax	31st October.
15	Do. Executive	31st October.
16	Do. Emigration	31st October.
17	Do. Police	31st October.
18	Do. Jail { *District* ... ... / *Subsidiary*	31st October.
19	Do. Public Works correspondence ...	31st October.
20	Do. Superintending Engineer ...	31st October.
21	Do. Local Board's Account forms ...	31st October.
22	Do. Registration	31st October.
23	Do. Education	31st October.
24	Do. Medical (Bengal forms used) ...	31st October.
25	Do. Account and Treasury ...	31st October.

* These are special forms, not included in the standard lists, required by heads of departments generally for their own offices.

Serial No.	Department.	Date of despatch.
26	Board of Revenue	30th November.
27	Legal Remembrancer (civil suit) ...	
28	Bengal Income Tax	31st December.
29	State Railway Public Works Department.	
30	Public Instruction	
31	Ecclesiastical (4 sets, appendix 7*a* to 7*d*)	
32	Registration	31st January.
33	Mahomedan Marriage Registration ...	
34	Brahmo Marriage	
35	Toll and Canal	
36	Customs (Calcutta and out ports) ...	
37	Accountant-General, Bengal ...	28th February.
38	Public Works correspondence ...	31st March.
39	Superintending Engineer	
40	Irrigation	
41	Irrigation, Revenue	
42	Local Works	
43	Medical	
44	Lunatic Asylum	
45	Sanitary	
46	Vaccination	
47	Stamps	
48	High Court, Civil	30th April.
49	Ditto, Miscellaneous... ...	
50	Ditto, Criminal	
51	Small Cause Court	

376. Of the paid staff which is employed with the convicts, part is occupied with supervision of the work in progress, and part with custody of the large quantity of valuable material and stores which are used in the work.

377. The supervising staff is as follows:—

				Rs.
Overseer	... ...	1	at	150
Section-holders	... ...	1	at	50
Ditto	... ...	3	at	30
Jemadars	... ...	1	at	25
Ditto	... ...	1	at	20
Ditto	... ...	1	at	15
Mechanic	... ...	1	at	30

378. The staff having custody of valuable stores and material is as follows:—

				Rs.
Stationery-keeper	.	1	at	30
Assistant ditto	.	1	at	20
In charge, standing forms	.	1	at	30
,, ,, type store	.	1	at	30
Storekeeper	.	1	at	20
Sample-keeper	.	1	at	20

There are further—

			Rs.
Checker of tasks ...	...	1 at	45
General register-keeper ...	...	1 at	20

379. Whenever, in the opinion of the Jail Department, it is necessary that any of the convict establishment should be replaced by paid workmen, men will be taken from the piece establishment of the 3rd Division, paid according to the number of hours engaged, and the cost debited to the Jail side.

380. Convicts, on admission to the press, have their names entered in the Admission Register (form No. 1), and are distributed to the sections of the press for which their qualifications suit them.

381. A prisoner, once passed for any particular description of work, should not be removed from it, unless on recommendation of the Superintendent of the Jail or the medical officer.

382. The attendance of the convict establishment is taken each morning when the men come to work, and submitted in the Daily Labour Distribution Report (form No. 2). From this an abstract is prepared daily and forwarded to the Superintendent of the Jail in a Labour Indent form (form No. 3), on which a report is made of the number and description of convicts required to bring the establishment up to its sanctioned strength.

383. From the Daily Labour Distribution Report a quarterly abstract (form No. 4) is prepared of the number of men employed, and forwarded to the Accounts section of the Secretariat Press, to be included in the profit and loss statement (form No. 5), which is submitted to the Inspector-General of Jails.

384. A sufficient quantity of work is usually issued to each prisoner to last him throughout the day, and endeavour should be made not to disturb him during that time; but no prisoner has a right to refuse to take up urgent work which may be given to him at any time.

385. Work will usually be issued to prisoners by the paid supervising staff, each in his own department; but in the absence of a paid officer, a convict officer may be appointed by the Deputy Superintendent to issue work.

386. Owing to the great variety of the different classes of work done, it has been necessary, for the purpose of drawing up a scale of tasks for prisoners, to reduce everything to a common value, and the hour has been taken as the unit of calculation. Thus the composition of 100 lines of type, the pulling of 1,000 impressions on a hand-press, or the binding of six books, might, for certain descriptions of work, severally equal in value nine hours, or one working day.

387. The following is the scale of tasks by which each prisoner's daily work is measured :—

Scales of Task Work.—Working Day, 9 Hours.

COMPOSING—FORM-WORK.

Size.		Standing.						Not Standing.					
		Class I.		Class II.		Class III.		Class I.		Class II.		Class III.	
		H.	M.	H.	M.	H.	M.	H.	M.	H.	M.	H.	M.
Foolscap	Broadside ...	1	0	1	15	1	45	9	0	12	0	16	0
	Folio ...	0	30	0	45	1	0	5	0	7	0	9	0
	One-third ...	0	30	0	30	0	45	4	0	5	0	6	0
	Quarto ...	0	30	0	30	0	45	4	0	5	0	6	0
	One-sixth ... Octavo ... One-twelfth ...	0	30	0	30	0	30	3	0	4	0	5	0
Demy	Broadside ...	1	15	1	30	1	45	11	0	14	0	18	0
	Folio ...	0	45	0	45	1	0	6	0	8	0	10	0
	One-third ...	0	30	0	45	0	45	5	0	6	0	7	0
	Quarto ...	0	30	0	30	0	30	4	30	5	30	6	30
	One-sixth ... Octavo ... One-twelfth ...	0	30	0	30	0	30	3	30	4	30	5	30
Medium	Broadside ...	1	15	1	45	2	0	13	0	16	0	20	0
	Folio ...	0	45	1	0	1	15	7	0	9	0	11	0
	One-third ...	0	45	0	45	0	45	6	0	7	0	8	0
	Quarto ...	0	30	0	30	0	45	5	0	6	0	7	0
	One-sixth ... Octavo ... One-twelfth ...	0	30	0	30	0	30	3	30	4	30	5	30
Royal	Broadside ...	1	30	1	45	2	15	15	0	18	0	22	0
	Folio ...	0	45	1	0	1	15	8	30	10	30	12	30
	One-third ...	0	45	0	45	1	0	7	0	8	0	9	0
	Quarto ...	0	30	0	30	0	45	5	30	6	30	7	30
	One-sixth ... Octavo ... One twelfth ...	0	30	0	30	0	30	3	45	5	0	6	0
Super-Royal	Broadside ...	1	45	2	15	2	30	18	0	21	0	25	0
	Folio ...	1	15	1	15	1	30	11	0	12	30	14	30
	One-third ...	0	45	1	0	1	0	8	0	9	0	10	0
	Quarto ...	0	30	0	45	0	45	6	0	7	0	8	0
	One-sixth ...	0	30	0	30	0	30	4	0	5	15	6	15
	Octavo ... One-twelfth ...	0	30	0	30	0	30	3	45	5	0	6	0
Imperial	Broadside ...	2	15	2	30	3	0	23	0	26	0	30	0
	Folio ...	1	30	1	30	1	45	14	0	15	30	17	30
	One-third ...	1	0	1	0	1	15	9	0	10	0	11	0
	Quarto ...	0	45	0	45	1	0	7	0	8	0	9	0
	One sixth ...	0	30	0	30	0	30	4	15	5	30	6	30
	Octavo ... One-twelfth ...	0	30	0	30	0	30	4	0	5	15	6	51

There are three classes of forms, as follows :—

CLASS I.—Forms in which the number of columns does not exceed 12 in broadside 8 in folio, 6 in quarto, and 4 in octavo, and where one form occupies the entire size of paper.

CLASS II.—Forms in which the number of columns exceeds 12 up to 24 in broadside, 8 up to 16 in folio, 6 up to 12 in quarto, and 4 up to 8 in octavo.

CLASS III.—Forms in which the number of columns exceeds 24 in broadside, 16 in folio, 12 in quarto, and 8 in octavo.

THIS REFERS TO NOT-STANDING FORMS.

- Column headings to be allowed at the rate of six headings per hour.
- Lines of common matter in the forms to be allowed at the rate for common matter.
- Where a form is broken up into more than one smaller form, each smaller form to be valued separately.

Composition—Form, Common matter.

Number of pica ems in width.	NUMBER OF LINES PER HOUR.				
	English.	Pica.	Small pica.	Long primer.	Bourgeois.
10	44	40	36	33	28
11	40	36	32	29	25
12	36	33	29	26	22
13	34	30	26	24	21
14	32	28	24	22	20
15	29	26	22	20	18
16	27	25	21	20	17
17	25	24	20	18	16
18	25	22	18	17	14
19	24	21	17	16	14
20	23	20	17	16	13
21	21	18	16	14	13
22	20	17	16	14	12
23	18	17	14	13	12
24	18	16	13	13	10
25	17	16	13	12	10
26	17	14	13	12	10
27	16	14	12	10	9
28	16	13	12	10	9
29	15	13	12	10	9
30	15	13	10	10	9
31	13	12	10	9	8
32	13	12	10	9	8
33	13	12	10	9	8
34	12	10	9	9	8

Hindi Gazette, 2-line Long Primer.

Number of pica ems in width.	NUMBER OF LINES PER HOUR.		
	Common matter.	Table matter, 4 to 10 columns.	Scheme matter.
9	40	0	0
18	20	14	13
24	15	10	9
26	14	10	9
34	10	7	6
37	9	6	5
40	8	6	5
62	5	4	3

Bengali Gazette, Small Pica.

Number of pica ems in width.	Common matter.	Table matter, 4 to 10 columns.	Scheme matter.
18	15	12	10
24	11	7	6
26	11	7	6
34	8	6	5
37	7	5	5
40	6	5	4
62	5	3	3

Bourgeois.

Number of pica ems in width.	Common matter.	Table matter, 4 to 10 columns.	Scheme matter.
18	12	8	7
24	9	6	5
34	7	5	4
37	6	4	4
40	6	4	3
62	4	3	2

Cut-in Notes.

7 em ... ... 30 lines.
8 ,, ... 27 ,,
11 ,, ... 20 ,,

Envelopes, ½ size, for setting up = 2 hours.
Do., ¼ ,, ,, = 1½ ,,
Do., note size ,, = 1 hour.

Quarter of an hour for setting up each marginal note.

STEREOTYPING.

Beating.	H.	M.	Casting.	H.	M.	Chipping.	H.	M.
S.-royal full ...	4	0	S.-royal full ...	2	0	S.-royal full ...	7	0
,, half ...	2	0	,, half ...	1	0	,, half ...	3	30
,, one-fourth	1	0	,, one-fourth	0	30	,, one-fourth	1	45
,, one-sixth	0	40	,, one-sixth	0	20	,, one-sixth	1	10
,, one-eighth	0	30	,, one-eighth	0	15	,, one-eighth	0	52
Royal full ...	3	36	Royal full ...	1	48	Royal full ...	6	0
,, half ...	1	48	,, half ...	0	54	,, half ...	3	0
,, one-fourth ...	0	54	,, one-fourth	0	27	,, one-fourth	1	30
,, one-sixth ...	0	36	,, one-sixth ...	0	18	,, one-sixth ...	1	0
,, one-eighth...	0	27	,, one-eighth	0	18	,, one-eighth	0	45
Demy-full ...	2	42	Demy full ...	1	21	Demy full ...	4	30
,, half ...	1	21	,, half ...	0	40	,, half ...	2	15
,, one-fourth...	0	40	,, one-fourth	0	20	,, one-fourth	1	7
,, one-sixth ...	0	27	,, one-sixth ...	0	13	,, one-sixth ...	0	45
,, one-eighth...	0	20	,, one-eighth	0	10	,, one-eighth	0	33
Foolscap full ...	1	48	Foolscap full ...	0	54	Foolscap full ...	3	0
,, half ...	0	54	,, half ...	0	27	,, half ...	1	30
,, one-fourth	0	27	,, one-fourth	0	13	,, one-fourth	0	45
,, one-eighth	0	13	,, one-eighth	0	6	,, one-eighth	0	22

PRINTING MACHINES.

Six thousand impressions per day for all machines.

HAND PRESSES.

Size of Press.	Number of Forms Made Ready.				
	One form.	Two forms.	Three forms.	Four forms.	No form.
	Number of impressions.	Number of impressions.	Number of impressions.	Number of impressions.	Number of impressions.
Above super-royal	500	450	400	350	600
Super-royal	900	700	450	400	1,200
Royal, double foolscap, and medium	1,000	800	600	500	1,250
Demy, super-royal half, double foolscap half, and royal half	1,150	900	700	650	1,400
Foolscap folio, super-royal 4to, and royal 4to	1,300	1,100	1,000	900	1,900

Allowance for additional pieces of paper laid on per 100 impressions.

	2nd piece.	3rd piece.	4th piece.	5th piece.
Above super-royal	25	10	10	5
Royal and super-royal	20	10	5	5
Demy and foolscap	15	8	5	5
Under foolscap, ...	10	5	5	5

BOOK-BINDING.

Superior half-binding, with English or country calf backs and corners, cloth sides, sprinkled edges, spring back, of 100 sheets.

	Books.
Demy folio	2
Foolscap folio	2
Royal octavo	3

Half-binding, Class I.—Ordinary half-binding, with plain country sheepskin back and corners, marble or coloured paper sides, fast back, sprinkled edges.

Size.	Under 25 sheets.	25 sheets.	50 sheets.	Under 100.	100 sheets.	200 sheets.	Above 200 and under 300.	300 and above.
Foolscap folio	7	7	5	4	4	3	3	2
Demy and medium folio ...	7	7	5	4	4	3	...	...
Royal folio	6	6	4	3	3	2	2	1
Double foolscap folio	...	5	4	...	3	2	...	...
Super-royal folio	...	5	4	...	3	...	...	...
Double demy folio	8	5	...	...	...	...	...	...
Do. foolscap broadside ...	...	...	14	...	10	...	...	...
Demy stitched broadside ...	...	...	16	...	9	...	...	...
Royal one-fourth	...	8	...	...	5	...	...	...
Super-royal one-eighth ...	...	...	6	5	...	...	...	...
Do. one-fourth	..	...	...	...	...	3	...	...
Foolscap broadside	...	...	...	...	3	...	...	...
Do. one-fourth	...	...	...	...	5	...	...	...
Do. one-eighth	...	...	...	...	6	...	...	...

The above with spring back 25 per cent extra.

Slicing and sawing books of all sizes	100 books.
Knocking down books of all sizes by hand	200 ,,
Rounding back ditto	200 ,,
Pasting cloth on papers, above foolscap	200 copies.
Ditto ditto foolscap and under	400 ,,
Fixing clasps of all sizes	50 books.
Pencil case	100 ,,
Pocket case	50 ,,
Pasting headings on books and trimming edges	200 ,,

Board Binding.—Boards, cloth, or sheepskin back, and Bally or printed paper sides, stitched by hand, flush edges.

Size.	25 and under.	Above 25 but under 100.	100 and above.
Demy broadside	...	15	12
Double foolscap broadside ...	...	15	12
Foolscap broadside	...	16	13
Demy folio	18	16	14
Foolscap folio	20	17	14
Do. one-fourth	25	20	15

The above sewn by hand.

Size.	25 and under.	Above 25 but under 100.	100 and above.
Above demy folio	10	9	6
Demy folio	13	11	7
Foolscap folio	15	12	8
Do. quarto	20	15	10

Folding.

	Sheets.
1 fold to the sheet	4,500
2 folds ditto	2,250
3 do. ditto	1,500
4 do. ditto	1,100

	Medium and under.	Royal and above.
Collecting and arranging forms	5,000	4,000

Sewing ordinary books.

Description.	25 sheets and under.	26—50.	51—75.	76—100.	101—125.	126—150.	151—200.	201—250.	251—300.	301—400.	400 and above.
Royal ¼th and under ...	64	32	22	16	13	11	8	6	5	4	3
Foolscap and demy ...	48	24	16	12	9	8	6	5	4	3	2
Royal and super-royal	40	20	13	10	8	7	5	4	3	2	1
Double demy and double royal ...	35	18	11	9	7	6	4	3	3	2	1

Sewing books after registering the cross lines.

Description.	Under 25.	25—50.	51—75.	76—100.	101—125.	126—150.	151—200.	201—300.
Royal one-fourth and under ...	48	24	16	12	10	8	6	4
Foolscap and medium	36	18	12	9	7	6	5	3
Royal and super-royal	30	15	10	8	6	5	4	2
Double demy and double royal ..	24	12	8	6	5	4	3	1

Half-binding with fast back, finishing only.

	Under 200 sheets.	201 sheets and above.
Royal one-fourth and under	24	20
Foolscap folio ... ... } Demy folio	16	12
Medium		
Royal and above	12	8
Machine-sewn books, all sizes, 20 books.		

Half-binding with spring back, finishing only.

	Under 200 sheets.	201 sheets and above.
Royal one-fourth ... ... } Foolscap folio	8	6
Super-royal one-fourth ... ... } Foolscap one-fourth and one-eighth ... ... } Royal one-eighth	16	12
Demy and royal folio	4	3

Loose binding, finishing.

	Demy folio.	Foolscap folio.
Loose binding of 75 forms and under (plain mill-boards without back)	7	8
Loose binding of 75 forms (mill boards covered with marble or Bally paper, sheepskin corners, but without backs ...	6	5

Glueing and sprinkling

	100 sheets and under.	150 sheets and above.
Foolscap folio and under	300	250
Demy and above	250	200

Repairing and examining bound books.

All sizes	180

Preparing leather for half-binding.

	Books.
Royal one-eighth and under	200
Super-royal one-fourth and foolscap folio	125
Demy and royal folio	100
Super-royal and above	80

Preparing leather for flush or board-binding.

Foolscap one-fourth and foolscap folio	200
Demy and double foolscap	150
Cutting bands	600 pieces.
Ditto corner	1,200

Preparing end papers.

	Books.
With cloth joint over foolscap folio	100
Ditto under foolscap	200
Without cloth joint, all sizes	250

Wire Sewing Machine.

	Books.
2 quires	300
3 „	200
4 „	150
Sections	2,400

Mill Board Cutting Machine.

	Books.
Demy folio and under	400
Royal, double foolscap and super-royal folio	300

Cutting strips for Bengal Police books, 5 per cent. extra allowed.

Rolling Machine.

All sizes	8,000 sections.

Rounding Machine.

All sizes	600 books.

Backing Machine.

All sizes	500 books.

Stitching in stiff covers with cloth back, Bally or printed paper sides.

	25 forms & under.						
Foolscap broadside ...		50	45				
Do. folio ...		55	50				15
Do. one-fourth ...		65	60	50		30	...
Do. one-third ...		65	60				12
Demy broadside ...			35				
Do. folio ...			40		30		
Do. one-fourth ...		60	55	50			
Do. one-eighth ...			60				
Do. one-sixth ...			60			30	
Do. one-third ...			60				
Do. one-sixteenth ...			70				
Medium folio ...			40				
Double foolscap one-sixth			60				
Royal broadside ...		35	30				
Do. folio ...		40	35				
Do. one fourth ...		55	50				
Do. one-sixth ...		60	50				
Do. one-eighth ...	70		55				

Finishing limp cover books (machine stitched) of all sizes ... 80 books.

Cutting Machine—Sheets.

Number of cuts per sheet.	Size.	Number of copies contained in a sheet.	Number of copies to be cut by hand per 9 hours.	Number of copies to be cut by steam per 9 hours.
2	Double foolscap and double royal	4	60,000	3,00,000
2	Super-royal	4	50,000	2,40,000
3	Double foolscap and double royal	6	50,000	2,00,000
4	Double demy full	8	55,000	2,80,000
5	Half double foolscap ...	12	55,000	2,50,000
1	Foolscap half	2	1,50,000	5,00,000
1	Ditto full	2	1,00,000	3,40,000
1	Double foolscap and double royal	2	80,000	3,25,000
1	Super-royal full	2	70,000	2,80,000
2	Foolscap half	3	1,00,000	4,00,000

Cutting Machine—Books.

Size.	Working by Machine.										Working by Hand.									
	1 quire.	2 quires.	3 quires.	4 quires.	5 quires.	6 quires.	8 quires.	10 quires.	12 quires.	20 quires.	1 quire.	2 quires.	3 quires.	4 quires.	5 quires.	6 quires.	8 quires.	10 quires.	12 quires.	20 quires.
Half-binding—																				
Under foolscap folio	3,000	2,000	1,200	800	600	500	400	300	...	...	1,000	700	400	300	200	160	130	100	...	...
Foolscap and demy folio	2,000	1,000	800	600	500	400	300	250	200	...	700	400	300	200	150	130	100	80	70	...
Royal and super-royal folio	1,600	800	700	500	400	300	250	200	150	...	550	300	250	175	140	100	80	70	50	...
Double demy folio	1,400	700	600	400	...	...	...	...	...	...	450	250	200	140	...	...	...	...	...	...
Foolscap broadside	1,500	1,000	...	500	...	...	...	...	...	...	550	400	...	250	...	...	...	...	...	...
Double foolscap broadside	1,000	800	...	400	...	...	...	...	...	...	400	350	...	200	...	...	...	...	...	...
Demy broadside	1,000	800	...	400	...	...	...	...	...	...	400	350	...	200	...	...	...	...	...	...
Limp binding—																				
Under foolscap folio	4,000	3,000	2,000	1,200	...	...	800	600	500	250	1,300	1,000	700	400	...	...	300	200	170	80
Foolscap folio	3,000	2,000	1,500	1,000	...	...	600	...	...	200	1,000	700	500	350	...	...	200	...	...	60
Demy folio	2,800	1,800	1,200	800	...	...	...	...	...	...	900	600	400	300	...	...	...	...	...	...
Royal folio	2,500	1,500	...	700	...	...	...	...	...	...	800	500	...	250	...	...	...	...	...	...
Foolscap broadside	2,000	1,200	...	600	...	...	...	...	...	...	700	400	...	200	...	...	...	...	...	...
Demy and royal broadside	1,500	1,000	...	500	...	...	...	...	...	...	500	350	...	170	...	...	...	...	...	...
Flush binding—																				
Foolscap broadside	1,600	1,200	...	800	...	...	...	...	...	...	550	400	...	250	...	...	...	...	...	...
Double foolscap broadside	1,200	1,000	...	600	...	...	...	...	...	...	400	350	...	200	...	...	...	...	...	...
Demy broadside	1,200	1,000	...	600	...	...	...	...	...	...	400	350	...	200	...		...	...	...	...

Nipping Machine.

All sizes	2,500 books.

Wire Stitching Machine.

Labour tickets	1,375 tickets.
Limp books, under 50 forms, all sizes	6,000 stitches.
Ditto above 50 ditto	5,000 ,,

Warehouse Work.

Tacking, under 20 forms, all sizes	400 copies.
Eyeleting	3,000 eyelets.
Perforating	5,000 perforations.
Pasting 1¼ sheets demy and under	350 copies.
Ditto royal and above	300 ,,
Pasting printed covers on books	400 books.
Cutting cards in machine	......
Numbering, by machine, forms	9,000 impressions.
Ditto, ditto, books	7,000 ,,
Ditto, by hand	2,000 ,,
Hot pressing, all sizes	4,800 sheets.

Envelope Department.

Cutting, by machine with two men	30,000 envelopes.
Ditto, with four men	50,000 ,,
Folding and closing, quarto	2,000 ,,
Ditto, folio	1,500 ,,
Cutting by hand, folding and closing, quarto	1,000 ,,
Ditto, ditto, folio	750 ,,

Despatch.

	Foolscap and under.	Above foolscap.
Knocking papers even	30,000	20,000 forms.
Counting	...	50,000 ,,
Examining	...	30,000 ,,
Counting forms of bound books	...	35,000 leaves.

	100 to 200 sheets.	250 to 400 sheets.	400 and above.
Examining bound books (unpaged) of all sizes	300 books.	200 books.	125 books.
Examining folios	...	...	25,000 folios.
Packing	...	...	100 bundles.
Envelopes, examining, counting, and bundling	...	...	12,000 envelopes.
Drying papers	...	...	10,000 sheets.
Correcting folios by hand	...	...	8,000 folios.
Stamping numbers on the backs of books...	...	...	800 books.

388. Time is allowed to men to learn work according to the following scale :—

Composing	12	months.	Card cutting-machine	1	month
Stereo	6	,,	Cutting ,, ...	3	months.
Machine	3	,,	Backing ,, ...	1	month.
Hand press	3	,,	Nipping ,, ...	1	,,
Half binding	6	,,	Numbering ,, ...	1	,,
Preparing leather ...	1	month.	Rounding ,, ...	1	,,
,, fly-leaves ...	1	,,	Env. cutting ,, ...	1	,,
Limp binding	1	,,	Rolling ,, ...	1	week.
Sewing machine ...	3	months.	Envelope making ...	1	,,
Stitching ,, ...	3	,,	Despatch	1	,,

389. While this scale of tasks is useful in assisting to prevent idling on the part of lazy prisoners, the adjustment of good and careful work and full tasks is a matter of the greatest difficulty, seeing that the establishment is to such a large extent composed of unskilled men; and the ends of justice are perhaps sufficiently met in all ordinary cases of short work by the withholding of privileges rather than by penalties. For this purpose the Deputy Superintendent is empowered, in cases where culpability is doubtful,

to withhold all or as many marks as he may consider sufficient.

390. *Tasks.*—The time allowed to prisoners for the work done by them is checked by the checker of tasks, who is guided in his work by the scale of tasks.

391. The registers of work received from prisoners (form No. 6) are sent daily, supported by vouchers, to the checker of tasks, who checks the time allowed and then posts the items in a register (form No. 7) in which all the hours credited to individuals or groups are collected.

392. The work of each prisoner is, as a rule, recorded daily, unless where the work issued to him is sufficient to occupy him for a longer period.

393. The work is entered in the presence of the prisoner, and it is explained to him what quantity and value are credited to him. If he has any complaint to make, he must make it at the time of entry to the head of his department, who, if he cannot settle it satisfactorily himself, will bring it to the notice of the Deputy Superintendent.

394. It is understood that if prisoners do not choose to avail themselves of this safeguard on the day on which the work is handed in, they cannot afterwards complain that the quantities credited to them are less than they should be.

395. For the purpose of awards or punishments the total is examined bi-monthly—from the 1st to the 15th and from the 15th to the end of the month. At the end of each period the total number of hours earned by each individual or group is entered in the Work statement (form No. 8). A statement (forms Nos. 9 and 10) is also prepared for submission to the Jail Department showing the results of the working of the press during the period.

396. In the composing department prisoners are allowed twelve months to attain to full task. During the first month, no task is enforced; but from the second month, one-twelfth of full task, and for each succeeding month an additional one-twelfth, is enforced.

397. Prisoners on admission to the composing department are put to learn the type cases of the vernacular with which they are acquainted; after which they learn the Roman type cases.

398. Whenever available, work in the vernaculars with which they are acquainted will be issued to them; but in the absence of such work, they will not be allowed to refuse to set up reprint copy of English forms. An allowance of one-fourth may be given to a vernacular compositor who is required to set up English forms.

399. On the issue of copy to a compositor, the paid officer will enter on it the prisoner's name and the date and hour of issue to him. If the prisoner has any objection to the entry of time of issue, he must make it at the time, as the entry will stand as evidence in the case of after-disputes.

400. On receipt of copy the prisoner will apply to his convict overseer for the material required; and if there is delay in supplying it, he must report at once to the paid officer.

401. When the form is completely set up, the prisoner will take it to the proof press and get a proof pulled by the pressman. He will make this proof over to the paid officer, and he will place the type form in a place of security, which will be allotted to him by the paid officer. He is responsible for the type form until it is taken from him for printing.

402. On receipt of the proof, the paid officer will enter the date and time of receipt on it, and make it over to the reader, and he will then issue fresh copy to the prisoner.

403. On receipt of the proof from the reader, the paid officer will retain it until the prisoner applies for work, when he will again enter the date and time of issue on it.

404. Prisoners will correct their first and second proofs, and if when the form is revised for press it is found that second reading corrections have been omitted by them, they will be reported.

405. Prisoners must take all necessary care of type and other material issued to them, and their type cases must be kept free from pye. They will make over battered and broken type to the party appointed to receive it, and all pye they will distribute themselves. Any prisoner mixing good type up with useless type for the purpose of getting rid of his pye will be reported.

406. If there is anything wrong with the cases issued to them by the type storekeeper, they must bring it to notice at the time of receipt of the cases.

407. Prisoners must not endanger type by laying pieces of iron or any other hard substances on the top of it; and when type forms cannot be placed in the racks, but have to be stacked outside, great care must be taken that the face of one type form is not laid against another. The first form should be placed with its face to the wall in a sloping position; the first and second back to back; the second and third face to face, but kept apart by means of a quoin placed between the top sides of the chases.

408. Prisoners are responsible for copy issued to them until it is returned.

409. In setting up they are expected to follow the copy exactly. Any instructions regarding the copy must be entered on it in writing. They are exonerated from responsibility in the event of being charged with disobeying verbal instructions.

410. A professional compositor admitted to jail is immediately placed on full task.

411. Distributors must see that the type which has been given to them to distribute has been carefully washed and is perfectly free from dirt. Any man found distributing dirty type into a case will be reported.

412. In the Stereotyping Department the work is divided as follows :—flong-making, matrix-making, casting, chipping, mounting. Usually prisoners will be kept permanently to one of these classes of work, but if necessity arises they may be transferred from one to the other at the discretion of the Deputy Superintendent.

413. The matrix-maker must see that the flong for making the matrix and also the type form are issued to him in a condition suitable for working. He can refuse to proceed with the work if he has reasonable grounds for anticipating that spoilage would ensue from the unsatisfactory condition either of the flong or the type form.

414. Prisoners allotted to press work (hand press or machines) are allowed three months to attain to full task. They are not expected to become skilled pressmen in that time, but they are expected to be able to lay on the full number of sheets prescribed in the scale of tasks.

415. For the purposes of making ready, a sirdar is allowed to assist those men who have been at the work for less than a year, after which time every prisoner is expected to make his own forms ready.

416. Men who have been less than three months at the work are designated learners. When there are one full task man and two learners on a press, half task only will be enforced; when there are two full task men and one learner, two-thirds task. But when the condition of the establishment is such that all three men on a press are learners, no task can be enforced.

417. When it is necessary to place a light-work man on a press, he will be put to take off paper, and two-thirds task will be taken from the press.

418. With the exception of light-work men, all the men on a press must take their turn daily for three hours at pulling the press. Any man who attempts to shirk this must be reported.

419. All three men are equally responsible for the quality of work turned out by the press, and they must therefore carefully watch the sheets as they are printed.

420. The prisoners must not be allowed to idle because their presses are stopped. If they cannot proceed with their work, they must clean their presses and press tables. The polished parts must be kept bright, and the space between the ribs of the platens be free from quoins and leads or other articles.

421. The sirdar will keep a box for the purpose of holding mallets and planers, and a small quantity of useful sizes of wooden furniture.

422. When a prisoner receives a form for printing, he must wipe down the bed of his press with an oiled piece of cotton waste. He will also before letting the form down on to the press pass his hand carefully over the under

side to see that nothing is adhering to the type. Should any type fall out, he must not attempt to correct it himself, but will inform his convict overseer, who will call the corrector. Similarly, during the progress of printing, if any types get broken or drawn out by the roller, the corrector must be called in to rectify it. If the pressman does it himself, he will be reported, whether spoilage occur or not. The corrector must also see that when accidents of this kind occur, a proof is shown to the reviser before the printing is resumed.

423. Having laid the form on the press, and while the corrections are being done, the pressmen will make the form ready and obtain the requisite paper.

424. The making ready of the form is done under the supervision of the sirdar, who submits a clean proof to the jemadar, who, if satisfied, signs an order to proceed with the printing on the approved proof. This order proof is deposited for comparison by the pressmen during the progress of the printing. If it is not a good proof, the jemadar is held responsible for the printing of the entire form. If it is a good proof, the sirdar and pressmen are responsible for the way in which it is followed.

425. The sheets when printed off are first counted by the pressmen themselves and then made over to the press counters, who count them again, and the quantity is credited in the presence of the pressmen.

426. Paper is issued to the pressmen in original reams, unless on the last issue, when there may be some loose sheets. A pressman must satisfy himself as to the correctness of the paper before he removes it to the press-room. He is, however, at liberty to refuse to remove it if, on counting, he finds any deficiencies, and the stationery-keeper must make good the deficiency if the complaint is well-founded.

427. In dealing with cases of spoilage, a much broader margin must be allowed than in the case of skilled workmen. It is impossible to lay down a scale, and each case must be decided on its own merits. Wilful spoilage must, however, be punished, quite irrespective of the quantity spoilt. Wilful spoilage implies continuing to do bad work after being warned about it.

428. Ink and oil will be supplied to prisoners by the parties appointed for the purpose. Driving belts will also be handled only by the convict officer allotted for that work, and must not be touched by prisoners.

429. If prisoners find that their hand presses or machines are out of order, they must not attempt to improve them or interfere with them in any way. They will inform the convict overseer, who will report to the jemadar.

430. When a prisoner has been ordered by the jemadar to occupy a certain position at a machine, he must not move from it until he is allowed, nor must he touch any portion of

the machine other than that which is pointed out to him If, in contravention of this, he at any time does anything which places his life or limbs in danger, he will be considered to have committed an offence, and will be reported for it.

431. The following rules have been drawn up for observance in the Machine Department :—

(1) The paid jemadar, convict warder, and convict overseers in the machine shed are required to carefully supervise and personally see that all prisoners employed therein perform their respective work in accordance with the instructions given.

(2) Only those convicts specially selected for the work will be permitted to enter the machine shed.

(3) Convicts selected for oiling or greasing machinery, or parts of machinery, must possess superior qualifications and experience, and they only will be permitted to perform this work.

(4) While a machine press is being oiled or greased, the said press must either be fastened by the key made for it, or the strap in connection must be disconnected from the main shaft, until such time as the press is entirely oiled or greased, as may be necessary.

(5) The paid jemadar in charge must immediately bring to notice the incompetency or unfitness of any prisoner employed at the machine presses, when the Deputy Superintendent on testing the correctness of the report will, if desirable, at once remove such prisoner to other work.

(6) To avoid accidents of an ordinary nature the convict warders and convict overseers are required to see that the pinions, fly, and cog wheels of all the machine presses are always kept enclosed by the railings specially made for this purpose. The railings are on no account whatever to be removed or disconnected from their proper and respective positions by any person or persons.

(7) A suit of clothing, specially ordered for the purpose, will, on receipt from the Buxar Jail, be issued to each prisoner employed in the machine shed, and the convict overseers shall be personally held responsible that such suit is worn by each prisoner while at work.

(8) No prisoner is to be required to, or be allowed to, pick up any article from under, or sweep under any part of, a machine whilst it is in motion.

(9) Every breach of the above rules will be punished in the case of the paid jemadar or mistree by a heavy fine; convict warder or convict overseer by degradation; ordinary convict by corporal or other severe form of punishment.

432. In the case of counting printed sheets, which must be done by prisoners, the sheets will first be counted by the prisoner himself and then by the appointed counter, and if necessary by a third counter. If the prisoner asserts that

all the other countings differ from his own, they will be finally counted by the paid officer with his own hands, and he will initial the entry in the register, and his counting will be accepted as correct. Prisoners who frequently raise objections vexatiously will be reported.

433. The quantity of paper which a prisoner should hand in will usually be the quantity which was issued to him, and this will be noted on the order proof.

434. Prisoners admitted to the Binding Department are allowed six months to learn to bind books. They will, as a rule, be kept permanently to one branch of the Binding Department, but may be transferred to any other branch at the discretion of the Deputy Superintendent.

435. Any prisoner employed at book-binding may, if necessary, and provided he is certified by the medical officer to be fit for hard labour, be transferred to the hand press to fill up casual vacancies.

436. Any branch of book-binding will of itself be considered light work. It is only when a prisoner is called on to carry a book through all the processes from start to finish that he will be considered as on hard labour at book-binding.

437. Before proceeding with any work a muster copy is prepared by the sirdar and submitted to the jemadar, and when approved and signed by him is kept by the sirdar for reference. The sirdar is held responsible for the way in which the muster copy is adhered to: the jemadar is responsible if the muster is incorrect.

438. Any prisoner proceeding to bind books without having received the muster copy will be reported.

439. A record of receipt or issue of material will be made at the time of the transaction, initialled by the paid officers, and in absence of dissent on the part of the prisoner at the time will stand as evidence of the transaction.

440. It simplifies work very much to have the men work in groups, and the following rules have been drawn up for the management of these groups :—

(1) A class groups will be managed by A class men, and B class groups by B class men. Night watchmen appointed to do duty with the B class men may be put in charge of B class groups; but this is to be done only in very special cases: for instance, where an outbreak of sickness or a rush of releases leaves the department with an insufficient number of capable men.

(2) The qualifications required for appointment to the charge of a group will be—

Greatest number of industry and special marks earned.
Length of time in the group.
Least number of cases reported.

441.—

(13). This scheme cannot be carried out all at once, because there are not a sufficient number of A class men who are capable of taking charge of groups; but a beginning may be made by stopping the withdrawal of men from the press. The B class side must be carried on as at present by B class group sirdars, but these would be weeded out gradually. In future appointments, a man should first be appointed to an A class group, and then transferred, if required, to a B class. This would provide against failure better than by appointing a man at once to a B class group, which is usually more troublesome and discouraging than an A class. The basis of all promotions should be the largest number of marks earned. It may not be possible to work by this rule strictly at first, but it should be kept in view.

(14). It is to be understood that appointments must be made from among the men of the departments in which they occur, that is to say, appointments to the charge of compositors must be made from among the compositors; to the charge of pressmen from among the pressmen;—and so on.

(15). The group system is to be extended right throughout the press. Each group will be formed of five or six men, according to circumstances, with a sirdar in charge. The sirdar's duties are defined in Rule 440(5) of the press rules. A work overseer will have three or four groups under him. No task will be exacted from him, but he will be responsible for the work and discipline of his three groups. The foreman will be in charge of as many work overseers as may be in his shed, and will be responsible for the work and discipline of his shed. He will be the medium of communication with other departments when the work requires it.

(16). Appointments to be made on the recommendation of the Deputy Superintendent. Degradations to be carried out for personal misconduct, or for clear inability to manage the duties required.

(17). Degradations to be on the recommendation of the Deputy Superintendent.

(18). The results of each group sirdar's, work overseer's, and foreman's work will be shown in the bi-monthly statement.

(19). As soon as watchmen are available for the purpose, they are to be placed in charge of groups.

(20). Those convict overseers in the press, who have been trained to any particular kind of work, should be put in charge of groups employed on that work.

(21). In the press-room the group sirdar will be in charge of two presses. He will assist in the making ready of forms for both presses.

(22). In the machine-room, a group sirdar will be in charge of one double machine or two single machines.

(23). Whenever possible the work done by each man in a group will be recorded in the work statement separately. Where this cannot be done, the total value of the work done by the group will be recorded as at present.

(3) Any man may be transferred from his own group to take charge of another group.

(4) A man not on the mark system may, if necessary, be put in charge of a group, and his services, if satisfactory, will be rewarded by a distinctive dress or office badge, with the privileges of a night watchman *minus* the marks.

(5) The duties of a man in charge of a group are as follows:—

(1) To receive all work and material required by the group from the person appointed to issue these; to distribute to the men; to supervise the work while in progress; and to account for it to the person appointed to receive the work when completed.

(2) To assist the convict overseer in maintaining order in the group.

(6) The man in charge of the group is not permitted to report prisoners for misconduct, or to reprove them at all. When misconduct of any kind is noticed by him, he will immediately bring it to the notice of the convict overseer in charge. A night watchman, in the absence of the convict overseer, may act under the ordinary rules.

(7) Men in charge of groups in which machinery is used will be responsible for seeing that the rules regarding precautions in working machinery are duly carried out.

(8) Men in charge of groups will be awarded six special marks weekly when the full number of hours' work for which the group is liable is given Proportionately less marks will be given where the outturn is deficient, and proportionately more where the outturn is in excess.

(9) When excess work is given by a group, the extra marks allowed by rule 560CI will be divided equally among the men on full task. When there is a deficiency, a proportionate deduction will be made from the weekly marks for industry. Where the outturn is persistently short, each man in the group must be dealt with separately, the work being checked daily, and if short reported in the ordinary way.

(10) Where it is possible to place a prisoner in charge of a department in the absence of a paid overseer, he will be allowed twelve marks weekly while he so acts and so long as he gives satisfaction.

(11) Men in charge of groups will be designated group sirdars.

(12) Any man giving trouble in a group, either by bad conduct or persistent idling, will be removed from the group and put to work by himself.

441. The work of the warehouse comprises ordinary warehouse work as well as the work of despatching.

442. The work is of the lightest description, and should be reserved for men who have worked well in other departments but whose health has given way.

443. As in the Binding Department, any prisoner employed on warehouse work must not proceed with work until he has been provided with a sample, which he must follow closely.

444. The work of the Despatch Department involves simply perfect accuracy in counting the sheets and making them up into bundles for despatch. The tasks have been so regulated that there should be no difficulty in maintaining perfect accuracy and yet giving full task.

445. Arrangements are made with a view to fixing on some person responsibility for the perfect accuracy of every bundle which is sent out of the press; and the charge will be brought home to him, even though several months may elapse between despatch of the bundle and receipt of complaint of inaccuracy.

446. All bundles are counted by the counter, examined by the examiner, to see that different descriptions of forms are not mixed up in one bundle, and finally counted and examined by the bundler. The sirdar examiner, the writer of the bundle register, and the despatcher each check the contents and quantity of as many bundles as they can get through in the course of a day, and the bundles which they have checked will be recorded in the Bundle Register (form No. 11). In the event of complaints being subsequently received from indenting officers regarding the contents of bundles, the party whose name is entered in the bundle register as having finally passed it is held responsible.

447. When in any section any convict workman is prevented from proceeding with his work owing to causes for which he is not to blame, the section-holder brings the matter to the notice of the head of the division, who allows the man, under the head of allowances, the time he is actually kept idle.

448. Each prisoner is responsible for all material or tools made over to him until he delivers them up.

449. Tools will be in the keeping of the convict overseer, who must report all cases of tools being missing on the day of occurrence before leaving the work-room.

450. If a prisoner is removed from the work-room without the knowledge of the section-holder, the convict overseer will be responsible for seeing that all material or tools which have not been delivered up are accounted for.

451. A convict overseer should not be transferred or removed from the charge of a gang until he has accounted for all the property for which he is responsible.

452. The tools will be taken from the convict overseers every evening by the paid officer appointed to do so by the Deputy Superintendent. He will count them in the presence of the convict warder, to whom he will deliver charge of them for issue the following morning to the convict overseers.

453. Complaints may be submitted to the Deputy Superintendent at any time during working hours.

454. All matters which require to be brought to the notice of the Superintendent of the Jail are submitted in the Deputy Superintendent's Report Book, after consultation with the Superintendent of Government Printing.

455. The paid officers employed with the convict establishment must be men of respectable character without and within the jail premises.

456. If any of their relatives are undergoing imprisonment in the jail, they must bring it to notice.

457. If any relatives of prisoners visit them for the purpose of inducing them to favour prisoners employed under them, they must immediately submit a report in writing of all the circumstances of the case to the Deputy Superintendent.

458. They must have no communication or conversation with prisoners beyond what is involved in the carrying out of the work.

459. They must refrain from abuse or irritating remarks of any kind, and must on no account strike prisoners, unless in self-defence.

460. They must not wrangle with prisoners or with each other in the presence of prisoners. They must avoid the slightest familiarity with prisoners, and must insist on prisoners maintaining an attitude of respect towards them.

461. While they are expected to give every assistance to the jail authorities by bringing to notice irregularities which come under their observation, they are not expected to interest themselves by enquiring into matters which do not concern their work, nor to search the persons of prisoners for forbidden articles. They may search a prisoner's place of work if necessary; but when it is necessary to search his person, they will call on the head warder to attend to it.

462. The rules of the Secretariat Press as regards pay, leave, and pension apply to them also.

463. There are only two close holidays recognised in the Jail Department—Good Friday and Christmas Day. On other gazetted holidays when the Secretariat Press is closed, the Jail Press staff is allowed overtime.

464. The hours of attendance are as follows:—

From the 15th of March to the 14th of October,—6 A.M. to 5 P.M., with an interval from 11 A.M. to 1 P.M.

From the 15th October to the 14th March,—6-30 A.M. to 4-30 P.M., with an interval from 11 A.M. to 12 noon.

465. Each man's work will be allotted to him by the Deputy Superintendent, and may be changed as circumstances require.

466. *Office*.—The work of the office comprises—1, indents; 2, correspondence; 3, admissions and attendance—(*a*) convicts, (*b*) paid establishment; 4, tasks; 5, stores;

6, bills; 7, plant registers; 9, statements for the quarterly account of the Jail Press—(*a*) statement of the number of prisoners employed during the quarter, (*b*) workshop requisitions; 10, weekly progress report of B indents; 11, bi-monthly progress report of A indents; 12, piece accounts of the 3rd Division.

467. Indents are received from—(1) the Bengal Secretariat and from outside offices, and (2) from the Superintendent of Stamps and Stationery. All the indents from the Form Store are classed as A indents; those from other offices as B indents. The Form Store indents are submitted on an A requisition form (form No. 12) signed by the Assistant Superintendent of Stationery. All other indents, whether received by letter or otherwise, are entered in a B requisition form (form No. 13), and signed by the Superintendent of Government Printing.

468. After the indents have been received in the office, a docket (forms Nos. 14 and 15), containing all the necessary instructions for the execution of the work, is prepared for each item, checked, and is signed by the Deputy Superintendent, and then the work is issued to the sections to which it is allotted.

469. New or revised forms of which proofs are required are entered in the Under-Letter Register (form No. 16), and the copy issued to the section-holders concerned.

470. Progress reports of the uncompleted work are submitted every week (forms Nos. 17 and 18).

471. When the dockets have been prepared and distributed, the indents are passed on to the despatcher for his guidance. The despatcher files the annual and supplementary indents separately, until all the indents have been complied with, when they are removed from the files and bound in consecutive order in three-monthly volumes, and deposited in the office for further reference.

472. Within two days of the date of despatch of any work, the dockets are sent to the Accounts section of the Secretariat Press to have the charges entered. Each indent's dockets are, as far as possible, sent together.

473. When returned, the dockets are then passed on to the chalan writer.

474. There are two descriptions of correspondence. There is, first, the correspondence from which the Secretariat Press obtains information from the Jail Press, to enable it to reply to enquiries from, or address other offices; secondly, there is the minor correspondence which is carried on between the sections of the Jail Press and the corresponding sections of the Secretariat Press, and which relates wholly to the carrying on of the work.

475. The first description of correspondence is arranged so as to form a part of the correspondence of the Secretariat Press.

476. For convenience of reference, the correspondence is divided into the following heads:—

1. Indents—A.
2. Ditto —B.
3. General.
4. Establishments.
5. Contingencies.
6. Plant.
7. Stationery.
8. Convict establishment.
9. Buildings.

477. Under the first heading, "Indents—A," is comprised all the work of the Form Store Department. The sub-headings run according to the printed list of sections. Thus, under the file—

Indents A. G. B

are found all matters connected with the Accountant-General's Forms; and under the file—

Indents—A
Bd. of R.

are found all matters connected with the Board of Revenue's forms.

The dockets for the file—

Indents—A
Spec. Pres.

or

Indents—A
Spec. Mof.

have an additional sub-heading, according to the designation of the officer concerned: thus, the Collector of Calcutta is found under—

Indents—A
Spec. Pres.
Col. of Cal.

and the Magistrate of Dacca's forms under the file—

Indents—A
Spec. Mof.
Mag., Dacca,

and so on.

478. The second heading, "Indents—B," includes all other printing work done in the department, the various sub-headings being according to the departments for which the work is done.

479. Under the third heading, "General," is found all matters relating to printing work, but which do not apply specially to any particular heading or sub-heading of indents A and B.

480. The other headings explain themselves. If any question arises which cannot be placed under any of these headings, its heading is defined as it occurs.

481. When a letter is received in the Secretariat Press from any department, after registry it is placed under a "From" docket (form No. 19), on which has been entered the proper file heading and sub-heading.

482. It is then sent on to the Jail Press, where an information slip (form No. 20) is attached to it, and it is sent in to the section which has to deal with the matter. When the necessary information is obtained, the reply is drafted in a "To" docket (form No. 21), and the file returned to the Secretariat.

483. Similarly, when questions arise in the Jail Press which it is necessary to represent to the department concerned, a letter is drafted in a "To" docket and sent on to the Secretariat.

484. When the correspondence is continued, the complete case only is sent on to the Jail. It is not necessary to send on the complete file when the other parts of it do not relate to the case in question.

485. Unless absolutely necessary, no copies are kept in the Jail Press.

486. For the second description of correspondence, the enquiry books (form No. 22) are used. The sections of the Jail Press which require to communicate with the Secretariat Press are—

1. Office.
2. Bengali Gazette.
3. Behar Gazette.
4. Forms section.
5. B Indents.
6. Stores.
7. Stationery.
8. Type-casting.

487. There are corresponding section-holders or clerks in the Secretariat Press who receive the communications from the section-holders in the Jail Press and reply to them, or act on them, as may be necessary. Each section-holder has two or three books, and the entries in them are of the briefest description, being confined to forwarding articles, requesting articles, or asking explanation of matters which are not clear. No matters of dispute are entered in them: these are referred to the Superintendent and Deputy Superintendent.

488. As each communication is dealt with and disposed of at once, it is not necessary to keep copies; but the columns headed "Correspondence continued" require to be carefully filled up.

489. When an enquiry from either press is received and cannot be disposed of at once, the book need not be detained: the receiving party takes a separate note of it, marks "noted" in the reply side of the book, and returns it, furnishing the necessary information when available.

490. All correspondence and articles passing between the two presses are carried in the cart.

491. The cart plies between the two presses twice daily in the hot months and rains, and three times in the cold weather. These seasons are allotted as follows:—

Hot weather	16th March to 15th June.
Rains ...	16th June to 15th October.
Cold weather	16th October to 15th March.

492. There is an officer in each press whose duty it is to receive and despatch the cart.

493. A chalan (form No. 23) is prepared for each journey, showing the articles which have been placed in the cart. When a section-holder wishes to send any enquiry books or other articles, he enters them in the chalan book. If there are any enclosures accompanying the enquiry book, these are stated in the chalan, but each item is not specified.

494. The officer who despatches the cart checks the articles in the cart with the entries in the chalan; and when everything is found correct, he signs the chalan, enters on it the name of the driver and the exact time at which the cart is despatched, and delivers the chalan to the driver. The time is necessary to see that there has been no loitering on the way, or that the horse has not been driven too fast.

495. The officer who receives the cart enters on the chalan the time at which received, and then checks the entries on it with the articles found in the cart. If everything is correct, he signs the chalan and files it: it is not necessary to return it. If anything is missing or incorrectly described, he must bring it to notice by return cart. If he fails to do so, the responsibility for any confusion will rest with him.

496. Both receiving and despatching officers must see that the cart is carefully locked for each journey, and that the key is kept in a place of security when not in use.

497. On receipt of intimation that articles have been incorrectly sent, and when the matter has been satisfactorily cleared up, the despatching officer makes the necessary correction in the counterfoil of his chalan book.

498. Incorrect chalans are returned to the Superintendent or Deputy Superintendent direct with covering memorandum.

499. The work of checking the store-keeper's monthly statement with the stores issue book and the counterfoils of the receipts granted to suppliers is also done in the office.

500. Bills are received in the office, the items checked with the counterfoils of the store-keeper's receipt book, and then copied into the register of bills passed for

payment (form No. 24). From this register the items debited to plant are transferred to the Register of Plant Received (form No. 25) and the Abstract Register of Plant (form No. 26). Articles of plant manufactured in the workshops are valued at the market rate and entered in the Register of Plant Received.

501. *Composing Sections.*—In the composing sections the method of carrying on the work is alike. In addition to the register of work received from prisoners previously mentioned, each section keeps a register (form No. 27), the entries in which are made by the section-holder.

502. The importance of obtaining receipts and acknowledgments in all transactions between sections or individuals of the Jail Press is very considerable, and in all cases where transfers of any kind have been made the party avowing the transfer, but failing to produce the acknowledgment, is held responsible.

503. The overseer submits a statement weekly of the condition of his work, which is incorporated into the Weekly Progress Report.

504. *Standing Forms and Sample Section.*—This section has the custody, and is responsible for the safekeeping and producing, when required, of all standing type, stereotype plates, moulds, and samples which may have been delivered to it.

505. Only those forms which it is economical to keep standing, owing to the frequency of requirements, are received by this section; and as the number of these forms is very great, it is of the utmost importance that this section be kept in a state of the highest efficiency.

506. Each section-holder submits a requisition (form No. 28) for the forms he requires along with the dockets. On receipt of the requisition, the form-keeper-consults the Section Register (form No. 29), and enters the numbers of the racks which contain the standing forms on the dockets, collects the forms and sends them to the section-holder. The section-holder furnishes a receipt for the forms on the requisition form, which is then filed. The section-holder is responsible for these forms until he returns them to the form-keeper after printing.

507. All samples received for deposit in the press for future use are entered in the Register of Samples Received (form No. 30), and are filed by the sample-keeper according to sections.

508. When samples are missing, daily statements in the case of emergent indents and weekly in the case of annual indents are submitted to the Deputy Superintendent, and steps taken for obtaining fresh samples.

509. In the case of missing forms, it is the duty of the standing form-keeper to find it. If it is an urgent indent, the

form must be found within three days; if an annual indent, within ten days, failing which the standing form-keeper is held responsible for the cost of re-composing.

510. Standing forms, when printed off, are returned to the section by the section-holder, who must obtain a receipt for them.

511. The breaking up of any standard form is not permitted until an order has been recorded by the Deputy Superintendent.

512. *Press.*—When the jemadar requires forms for printing, he sends a requisition for them to the section-holder in his requisition book (form No. 31). The section-holder, knowing what forms are required to be laid on, enters them in the book, and the jemadar obtains them from the section-holders in charge.

513. Each form is accompanied by an order proof, signed by the overseer, indicating the number of copies and the description of paper to be used. The order proof must be printed exactly as the copies are to be printed.

514. The jemadar issues the forms to the presses indicated in the Requisition Book. If anything arises to prevent this, he must bring it to the notice of the section-holder, in order that the entries in the Press Register may be corrected. The time of laying on and printing off each item must be very carefully entered.

515. As soon as the form is laid on, the docket and order proof are sent to the stationery-keeper, who keeps the necessary paper ready for issue.

516. Stores are indented for by the storekeeper in form No. 32.—When received in the press and approved, the quantities are entered in the Receipt Book (form No. 33), and the total monthly receipts are compiled from the counterfoils of the Receipt Book, and posted in the Storekeeper's Monthly Statement (form No. 34). Each section-holder submits a requisition for the stores required by him in the Stores Issue Book (form No. 35), daily, semi-weekly, or weekly, according to the bulk of the articles. The monthly totals are posted in the storekeeper's monthly statement.

517. *Stationery.*—All stationery and binding material are received from the Stationery Office. A requisition form is filled up and sent to the Superintendent, Government Printing, for signature and despatch to the Superintendent of Stationery. Supplies, when received, are posted direct in the Abstract Store Ledger (form No. 36), the entries being checked by the Deputy Superintendent at the time of signing the receipt. All receipts are countersigned by the Superintendent of Government Printing.

518. Paper for printing is issued to the pressmen direct, in the presence of the stationery-keeper, who makes the necessary entries on the issue side of the Abstract Store Ledger. At the same time the assistant stationery-keeper

makes a corresponding entry in the Continuation Slip (form No. 36A).

519. When the printing of any form is stopped, the paper which may be in the press-room is at once returned to the stationery store and credited as a receipt in the Abstract Store Ledger, the quantity returned being also deducted from the total issued to date in the continuation slip.

520. Requisitions are sent to the Stationery Office for actual requirements only.

521. The issues are totalled daily, stock examined monthly, and all deficiencies or excess reported to the Superintendent of Government Printing.

522. All reams of country-made paper are made up of 480 sheets each. A statement of all torn and missing sheets is submitted to the Superintendent of Stationery, from whom an acknowledgment is obtained, and the quantity posted in the Abstract Store Ledger as an issue in order to balance the account.

523. All cuttings of paper which are likely to be of use in printing small forms are returned to the stationery store, but are not brought on to stock. When occasion offers for utilising them, the quantity issued is entered both as a receipt and an issue in the Abstract Store Ledger. Cuttings which are not likely to be so utilised are sold off as waste paper.

524. No extra quantity of paper is issued to pressmen to cover spoilage. When spoilage occurs, the actual quantity of paper required to cover the spoilage is issued on a reprint order (form No. 37).

525. Proof paper is issued by means of a Stores Issue Book. The quantity is totalled monthly and posted in the Abstract Store Ledger.

526. The Abstract Store Ledger is sent to the Accounts section of the Secretariat monthly, and on receipt of the dockets signed by the Assistant Superintendent of Stationery, the ledger is checked with the totals entered in them. A general stock-taking is held annually, when all discrepancies are adjusted.

527. All work done in the press is despatched to the indenting offices from the warehouse. As soon as received in full, it is finally counted, examined, and made up into bundles. Each bundle is numbered consecutively, and the contents are entered in the bundle register. All work for the Stationery Office is delivered to the transit clerk, who attends at the jail for that purpose. The bundles intended to be despatched being collected together, the transit clerk and the despatcher check them together, and the transit clerk supervises the packing of the bundles in the cart himself. He gives an acknowledgment for the number of bundles in the counterfoil of the Chalan Book (form No. 38), but is not responsible for the contents of the bundles. He is furnished with a duplicate chalan and the dockets. The

acknowledgment of the Stationery Office is only given on the dockets, which are returned to the Secretariat Press and are there deposited as vouchers for work done and stationery and binding material expended.

528. Work done for other offices is despatched to the Secretariat Press in the cart.

529. The regulations and rates of payment for the 3rd Division will be found under the rules for the Secretariat Press, with the exception of the following :—

SCALE OF RATES FOR PAYMENT.

Bengali Gazette.

	Rate per page Rs.	A.	P.
34 × 65—			
Small pica, plain ...	0	14	4
Ditto, tabular ...	0	14	4
Ditto, scheme ...	1	13	5
Ditto, tabular with blank	0	11	6
37 × 65—			
Small pica, plain ...	1	0	3
Ditto, tabular ...	0	15	2
Ditto, scheme ...	1	3	6
Ditto, tabular with blank	0	13	0
40 × 65—			
Small pica, plain ...	1	1	6
Ditto, tabular ...	1	0	4
Ditto, scheme ...	1	5	0
Ditto, tabular with blank	0	14	0

Hindi Gazette—Set up in 2-line longprimer Kaithi.

	Rs.	A.	P.
34 × 65	0	7	0
37 × 65	0	7	6
18 × 65	0	3	9
26 × 65	0	5	4
34 × 62	0	6	11
40 × 65	0	8	0
44 × 65	0	9	5

Any other measure of the 2-line longprimer Kaithi may be cast up as pica at 1a. 7p. per 1,000 ens.

530. *Machine work.*—The rate per 1,000 impressions is paid according to the size of the machine, not the sheet of paper printed.

	Per 1,000 impressions.	
	As.	P.
Under demy	2	6
Demy	3	0
Above demy	3	6

Two feeder machines—7 annas per 1,000 impressions on a sheet of paper the full size of the machine. For numbers over 30,000 impressions no making ready charge is allowed. For numbers under 30,000 a making ready charge of Rs. 3-15 is allowed, and for the impressions time is allowed at the rate of 10 hours for 6,000 impressions.

531. *Workshops.*—Any work required to be done for the convict establishment in the workshops must be submitted in a requisition form (form No. 39), which is passed by the Deputy Superintendent. These requisitions are sent weekly into the office, where they are compiled and a statement sent to the Secretariat Press for inclusion in the quarterly account of the Jail Press.

532. When any articles which can be classed under the head of plant are required to be made, a B indent is prepared, and when the articles are finished the cost of production or their market value is entered in the register of bills passed, and so they are transferred to the plant registers.

533. All paper, binding material, and stores required by, and all work to be despatched from, the jail side are transferred by way of the 3rd Division. At 11 A.M. and 5 P.M., when all the prisoners have left the worksheds, the double doors are thrown open and the stores transferred. This is done by contract, and the cost is debited to the jail side.

534. The only officer of the 3rd Division who will have access to the convict press by way of the double doors will be the engineer, when he is called or desires to pass through to inspect the machinery. He will be passed through by the Deputy Superintendent.

535. No workman admitted to the 3rd Division premises will be allowed to leave, unless at breakfast time and in the evening, without a pass signed by the Deputy Superintendent. This pass will be made over to the roll-keeper, who will himself see the workman and identify him, and escort him to the gate, where he will make him over to the gate-keeper, to whom he will deliver the pass. The gate-keeper will not pass out any workman, even though he presents a pass, unless he is accompanied by the roll-keeper.

536. The gate-keeper and roll-keeper must make themselves acquainted with the appearance of every workman employed in the 3rd Division.

537. At breakfast time and in the evening the gate-keeper will not pass out the men until he has received intimation in writing that the jail count is all correct.

538. Following is a list of the permanent establishment of the 3rd Division. The piece establishment of compositors, pressmen, machinemen, rulers, book-binders, and type-rubbers will vary according to the condition of the convict establishment.

Permanent Establishment, 3rd Division, chargeable partly to Jail and partly to 3rd Division.

Designations.	Salaries. Rs.	A.
Correspondence clerk	40	0
Docket-writer	25	0
Work-valuer	30	0
Chalan-writer	20	0
Despatcher	20	0
Reader, 1 at	50	0
Ditto, 1 „	20	0
Engineer	150	0
Engine-driver	16	0
Fireman	15	0
Ditto	15	0
Chaprasee	7	0
Cart-driver	8	0

Chargeable entirely to 3rd Division.

Designations.	Rs.	A.
Foreman, 1 at	100	0
Computer	25	0
Bengali reader	30	0
Hindi reader	30	0
Bengali copyholder	15	0
Hindi copyholder	15	0
Section-holder	35	0
Press and machine jemadar ...	25	0
Impositor	12	0
Distributors, 2 at...	9	0
Ditto, 1 „	7	0
Ditto, 1 „	5	0
Ditto, 1 „	3	8
Proof pressman	9	0
Duftries, 2 at	10	0
Ditto, 2 „	8	0
Ditto, 1 „	7	0
Ditto, 2 „	6	0
Ditto, 1 „	4	0
Vicemen, 3 „	16	0
Ditto, 3 „	15	0
Ditto, 1 „	14	0
Ditto, 1 at	12	0
Ditto, 1 „	10	0
Blacksmiths, 2 at	16	0
Hammermen, 2 „	12	0
Carpenters, 3 „	14	0

***Establishment chargeable entirely to 3rd Division*—concld.**

Designations.		Salaries.	
		Rs.	A.
Belt-maker ...	...	10	0
Paper-wetter ...	...	10	0
Roller-caster ...	...	10	0
Ditto ...	...	8	0
Mehters, 3 at ...	...	7	0
Gate-keepers, 2 at	...	10	0
In charge, type foundry	...	45	0
Matrix-maker ...	...	25	0
Machine-fitter ...	...	25	0
Hand mould do. ...	...	16	0
Machine-casters, 7 at	...	8	0
Hand do., 3 ,,	...	15	0
Setters, 9 at ...	...	4	0
Dressers, 2 ,, ...	...	13	0
Breakers, 4 ,, ...	...	4	0
Picker, 1 at ...	...	16	0
Battery man, 1 at	...	16	0
Rubbers, 20 on piece.			

APPENDICES.

APPENDIX A.

BOOK-WORK.

Casting up is the process by which matter is measured, the number of ens it contains arrived at, and its value in money ascertained. This is done by multiplying the number of "ems" in the length of a page by the number of "ens" in the width. An odd en in the length of a page counts an em, and a thick space in the width is reckoned an en. The number of ens contained in a page being thus ascertained, a fixed rate per 1,000 is charged. The smaller the type the greater the number of ens, and consequently the higher the charge per page. The letters in a fount of type are of various thicknesses, but in ordinary composition they will average nearly a unform thickness of an en quadrat for each letter—those that are thicker than an en making up for the thinner ones. In fixing the price per sheet, 500 ens and upwards are reckoned 1,000, and less than 500 are not taken into account. The rates are as follow :—

	Per 1,000 ens.		
	Rs.	A.	P.
Common matter, full measure, or double column, leaded ...	0	5	2
Ditto ditto, solid ...	0	5	6
Open tabular matter, 3 to 5 columns	0	5	11
Close ,, ,, 3 to 5 ,, ...	0	6	3
Open scheme ,, 6 columns and upwards	0	6	9
Close ,, ,, ditto ditto	0	7	3

Four-fifths of the above rates are charged for matter one-fourth at least of which is blank.

Three-fourths of the above rates are charged for matter one-half at least of which is blank.

For matter considerably more than half of which is blank, half of the above rates is charged.

Half rates are charged for work in which a number of standing heads, columns of leaders, blank columns, &c., occur when they amount to more than half.

Each sheet is charged at the rate for the text; the additional cost of pages composed in smaller type, or in different description of matter than the text, or of those set in a broader measure than the work, is charged as "extra," as in paragraph 4. Title headings to tabular and scheme matter are reckoned as part of such matter; but if they exceed five ems of the body of the table in depth, five ems only are included in the cast up, the remainder is charged as common matter of the fount on which the table is set. Extras are totalled on each page. Small portions of a work set in larger type than the text are charged at the same rate as the text. Forms interspersed throughout book-work are charged as in paragraph 21.

2. *Side notes* are charged at 4 pies per line.

3. *Cut-in notes* 16 pica ems and under are charged at 2 pies extra per line; 17 ems and upwards, 4 pies extra per line, and 4 pies extra for justifying each note.

4. *Foot-notes, extracts, and interspersed common matter*, composed in smaller type than the text, are charged extra per line up to the difference in the price of a page of text and that of a page of smaller type at the following rates :—

33 ems broad and under	4 pies.
34 ems broad and upwards	

5. *Interspersed tabular and scheme matter*, forming portions of a page, are charged according to the space occupied—$\frac{1}{8}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, and $\frac{7}{8}$; tables of an intermediate size are charged at the rate for the next size larger. Tables set in a narrower measure than the full breadth of the page are charged at the cast-up price, the blank required to make up the measure being cast up as pica common matter.

6. *Column heads*, if set in smaller type than the body of the table, are charged at 6 pies each extra, and 2 pies extra for every line above three; if set in the same type as the body of the table, no extra is charged.

7. *Small type in tabular and scheme matter* :—When smaller type than that in which the body of the table is set is used in the "Remarks" or other columns, 2 pies per line extra is charged.

8. *Justifications* are charged at 4 pies each.

9. *Covers, bastard titles, and titles* are reckoned as pages of text, except in tabular and scheme-work, when they are charged as pica.

10. *Current dockets* are charged at an all-round rate of 4 annas 2 pies each, and 4 pies per line extra for smaller type than pica to the difference in the value of the pages.

11. *Matter overrun* is charged two-fifths of the cast-up price of the new matter.

12. *Author's corrections and alterations made on standing matter* are charged on time at 6 annas per hour. Fractions of quarter of an hour are reckoned as quarter of an hour.

13. *Clean proofs* are charged 6 pies each.

The following is the rate per page of book work :—

Measure.	Description of matter.	Pica.	Small Pica.	Long Primer.	Bourgeois.	Brevier.	Minion.	Nonpareil.
		Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Do ble Foolscap 16mo, 20×32.		*40,960*	*54,464*	*64,000*	*80,640*	*94,080*	*119,680*	*163,840*
	Common matter, full measure ... ... Leaded	0 6 7	0 8 8	0 10 4	0 13 0	0 15 2	1 3 4	1 10 5
	Common matter, full measure ... ... Solid ...	0 7 0	0 9 3	0 11 0	0 13 11	1 0 1	1 4 7	1 12 2
	Open tabular matter, 3 to 5 cols.	0 7 6	0 9 11	0 11 10	0 14 11	1 1 4	1 6 2	1 14 3
	Close ditto ditto ...	0 8 0	0 10 6	0 12 6	0 15 9	1 2 4	1 7 5	2 0 0
	Open sch. matter, 6 cols. and upwards.	0 8 7	0 11 4	0 13 8	1 1 1	1 3 9	1 9 3	2 2 7
	Close ditto ditto ...	0 9 3	0 12 2	0 14 6	1 2 4	1 5 3	1 11 2	2 5 1
Royal 12mo, 22×38.		*40,128*	*54,912*	*63,168*	*80,352*	*91,878*	*118,560*	*160,512*
	Common matter, full measure ... ... Leaded	0 8 7	0 11 10	0 13 6	1 1 2	1 3 9	1 9 7	2 2 7
	Common matter, full measure ... ... Solid...	0 9 2	0 12 7	0 14 5	1 2 4	1 5 1	1 11 3	2 4 10
	Open tabular matter, 3 to 5 cols.	0 9 10	0 13 6	0 15 6	1 3 8	1 6 8	1 13 4	2 7 8
	Close ditto ditto ...	0 10 5	0 14 3	1 0 4	1 4 10	1 7 11	1 14 11	2 9 11
	Open sch. matter, 6 cols. and upwards.	0 11 3	0 15 5	1 1 8	1 6 6	1 9 10	2 1 5	2 13 3
	Close ditto ditto ...	0 12 1	1 0 7	1 3 0	1 8 2	1 11 9	2 3 11	3 0 7
Demy 8vo, 24×42.		*32,256*	*43,904*	*49,920*	*64,192*	*73,728*	*94,464*	*129,024*
	Common matter, full measure ... ... Leaded	0 10 4	0 14 2	1 0 1	1 4 8	1 7 10	1 14 4	2 9 7
	Common matter, full measure ... ... Solid...	0 11 0	0 15 1	1 1 2	1 6 0	1 9 5	2 0 3	2 12 4
	Open tabular matter, 3 to 5 cols.	0 11 10	1 0 3	1 2 5	1 7 8	1 11 4	2 2 9	2 15 8
	Close ditto ditto ...	0 12 6	1 1 2	1 3 6	1 9 0	1 12 10	2 4 8	3 2 4
	Open sch. matter, 6 cols. and upwards.	0 13 6	1 2 6	1 5 1	1 11 0	1 15 2	2 7 7	3 6 5
	Close ditto ditto ...	0 14 6	1 3 11	1 6 7	1 13 0	2 1 6	2 10 7	3 10 5
Royal 8vo, 24×44.		*33,792*	*45,696*	*52,800*	*67,456*	*76,032*	*94,720*	*135,168*
	Common matter, full measure ... ... Leaded	0 10 11	0 14 10	1 1 1	1 5 7	1 8 6	1 14 8	2 11 7
	Common matter, full measure ... ... Solid ...	0 11 8	0 15 9	1 2 2	1 7 0	1 10 1	2 0 7	2 14 4
	Open tabular matter, 3 to 5 cols.	0 12 6	1 1 0	1 3 7	1 8 9	1 12 1	2 3 1	3 1 11
	Close ditto ditto ...	0 13 3	1 1 11	1 4 8	1 10 2	1 13 8	2 5 1	3 4 8
	Open sch. matter, 6 cols. and upwards.	0 14 4	1 3 4	1 6 4	1 12 3	2 0 0	2 8 0	3 8 11
	Close ditto ditto ...	0 15 4	1 4 10	1 8 0	1 14 4	2 2 5	2 11 0	3 13 2

Measure.	Description of matter.	Pica.	Small Pica.	Long Primer.	Bourgeois.	Brevier.	Minion.	Nonpareil.
		Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Royal 8vo, 26 × 46.		*38,272*	*50,880*	*60,192*	*76,960*	*87,360*	*109,824*	*153,088*
	Common matter, full measure. Leaded	0 12 3	1 0 5	1 3 4	1 8 9	1 12 1	2 3 6	3 1 4
	Common matter, full measure. Solid ...	0 13 0	1 1 6	1 4 7	1 10 5	1 13 11	2 5 9	3 4 7
	Open tabular matter, 3 to 5 cols.	0 14 0	1 2 10	1 6 2	1 12 5	2 0 2	2 8 8	3 8 7
	Close ditto ditto ...	0 14 10	1 3 11	1 7 5	1 14 0	2 2 0	2 10 11	3 11 9
	Open sch. matter, 6 cols. and upwards.	1 0 0	1 5 6	1 9 3	2 0 5	2 4 8	2 14 4	4 0 6
	Close ditto ditto ...	1 1 2	1 7 1	1 11 2	2 2 10	2 7 5	3 1 10	4 5 4
Super Royal 8vo, 28 × 48.		*43,008*	*61,344*	*67,200*	*87,040*	*96,768*	*121,824*	*172,032*
	Common matter, full measure. Leaded	0 13 10	1 3 8	1 5 7	1 12 1	1 15 3	2 7 4	3 7 6
	Common matter, full measure. Solid ...	0 14 9	1 4 11	1 7 0	1 13 11	2 1 4	2 9 11	3 11 1
	Open tabular matter 3 to 5 cols.	0 15 11	1 6 6	1 8 9	2 0 2	2 3 10	2 13 1	3 15 7
	Close ditto ditto ...	1 0 10	1 7 9	1 10 2	2 2 0	2 5 10	2 15 7	4 3 2
	Open sch. matter, 6 cols. and upwards.	1 2 1	1 9 8	1 12 3	2 4 8	2 8 11	3 3 5	4 8 6
	Close ditto ditto ...	1 3 6	1 11 7	1 14 4	2 7 5	2 11 11	3 7 3	4 13 11
Super Royal 8vo, 36 × 52.		*59,904*	*80,640*	*93,600*	*120,768*	*134,784*	*171,776*	*239,616*
	Common matter, full measure. Leaded	1 3 4	1 10 1	1 14 4	2 7 0	2 11 7	3 7 6	4 13 6
	Common matter, full measure. Solid ...	1 4 7	1 11 10	2 0 3	2 9 7	2 14 4	3 11 1	5 2 6
	Open tabular matter, 3 to 5 cols.	1 6 2	1 13 11	2 2 9	2 12 8	3 1 11	3 15 7	5 8 9
	Close ditto ditto ...	1 7 5	1 15 7	2 4 8	2 15 3	3 4 8	4 3 2	5 13 9
	Open sch. matter, 6 cols. and upwards.	1 9 3	2 2 2	2 7 7	3 3 0	3 8 11	4 8 6	6 5 3
	Close ditto ditto ...	1 11 2	2 4 8	2 10 7	3 6 9	3 13 2	4 13 11	6 12 9
Super Royal 8vo, 26 × 48.		*39,936*	*52,800*	*61,440*	*80,512*	*89,856*	*111,456*	*159,744*
	Common matter, full measure. Leaded	0 12 11	1 1 1	1 3 8	1 10 1	1 13 0	2 3 10	3 3 8
	Common matter, full measure. Solid...	0 13 9	1 2 2	1 4 11	1 11 10	1 14 11	2 6 1	3 7 0
	Open tabular matter, 3 to 5 cols.	0 14 9	1 3 7	1 6 6	1 13 11	2 1 3	2 9 0	3 11 2
	Close ditto ditto ...	0 15 7	1 4 8	1 7 9	1 15 7	2 3 1	2 11 4	3 14 6
	Open sch. matter, 6 cols. and upwards.	1 0 10	1 6 4	1 9 8	2 2 2	2 5 11	2 14 9	4 3 6
	Close ditto ditto ...	1 2 1	1 8 0	1 11 7	2 4 8	2 8 9	3 2 3	4 8 6
Demy 4to., 34 × 51.		*27,744*	*36,816*	*48,008*	*55,296*	*62,832*	*80,736*	*110,976*
	Common matter, full measure. Leaded	1 2 1	1 7 10	1 11 9	2 3 6	2 8 8	3 4 3	4 7 8
	Common matter, full measure. Solid ...	1 3 3	1 9 5	1 13 6	2 5 9	2 11 3	3 7 8	4 12 3
	Open tabular matter 3 to 5 cols.	1 4 8	1 11 4	1 15 9	2 8 8	2 14 7	3 11 10	5 2 1
	Close ditto ditto ...	1 5 10	1 12 10	2 1 7	2 10 11	3 1 2	3 15 3	5 6 8
	Open sch. matter, 6 cols. and upwards.	1 7 7	1 15 2	2 4 3	2 14 4	3 5 1	4 4 4	5 13 7
	Close ditto ditto ...	9 4	2 1 6	2 6 11	3 1 10	3 9 1	4 9 4	6 4 7

Measure.	Description of matter.		Pica. Rate per page.	Small Pica. Rate per page.	Long Primer. Rate per page.	Bourgeois. Rate per page.	Brevier. Rate per page.	Minion. Rate per page.	Nonpareil. Rate per page.
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Demy 4to. 34 × 48.			*26,112*	*34,994*	*40,360*	*52,224*	*59,568*	*73,872*	*104,448*
	Common matter, full measure	Leaded	1 0 9	1 6 7	1 9 10	2 1 7	2 6 9	2 15 9	4 3 2
	... ...	Solid ...	1 1 10	1 8 0	1 11 6	2 3 9	2 9 3	3 2 10	4 7 6
	Open tabular matter, 3 to 5 cols.		1 3 2	1 9 10	1 13 7	2 6 5	2 12 4	3 6 8	4 12 11
	Close ditto ditto ...		1 4 3	1 11 4	1 15 3	2 8 7	2 14 10	3 9 9	5 1 3
	Open sch. matter, 6 cols. and upwards.		1 5 11	1 13 6	2 1 9	2 11 10	3 2 7	3 14 5	5 7 9
	Close ditto ditto ...		1 7 6	1 15 8	2 4 3	2 15 1	3 6 4	4 3 0	5 14 3
Royal 4to. 40 × 52.			*33,280*	*44,160*	*52,000*	*65,408*	*77,104*	*96,932*	*133,120*
	Common matter, full measure	Leaded	1 5 3	1 12 5	2 1 7	2 9 11	3 1 8	3 14 7	5 5 10
	... ...	Solid ...	1 6 8	1 14 3	2 3 9	2 12 8	3 4 11	4 2 8	5 11 5
	Open tabular matter, 3 to 5 cols.		1 8 4	2 0 6	2 6 5	3 0 0	3 8 11	4 7 8	6 2 4
	Close ditto ditto ...		1 9 9	2 2 4	2 8 7	3 2 9	3 12 1	4 11 9	6 7 10
	Open sch. matter, 6 cols. and upwards.		1 11 10	2 5 1	2 11 10	3 6 10	4 0 11	5 1 10	7 0 2
	Close ditto ditto ...		1 13 10	2 7 10	2 15 1	3 10 10	4 5 9	5 7 10	7 8 6
Royal 4to. 28 × 52.			*23,296*	*30,720*	*36,400*	*47,360*	*52,416*	*65,424*	*93,184*
	Common matter, full measure	Leaded	0 14 10	1 4 0	1 7 3	1 14 4	2 1 7	2 9 11	3 12 0
	... ...	Solid ...	0 15 9	1 5 3	1 8 9	2 0 3	2 3 9	2 12 8	3 15 11
	Open tabular matter, 3 to 5 cols.		1 1 0	1 6 11	1 10 7	2 2 9	2 6 5	3 0 0	4 4 9
	Close ditto ditto ...		1 1 11	1 8 2	1 12 1	2 4 8	2 8 7	3 2 9	4 8 7
	Open sch. matter, 6 cols. and upwards.		1 3 4	1 10 1	1 14 4	2 7 7	2 11 10	3 6 10	4 14 5
	Close ditto ditto ...		1 4 10	1 12 1	2 0 7	2 10 7	2 15 1	3 10 10	5 4 3
D. Foolscap 4to. 18 × 65.			*18,720*	*25,200*	*29,808*	*38,272*	*42,336*	*54,560*	*174,880*
	Common matter, full measure	Leaded	0 12 3	1 0 1	1 3 4	1 8 6	1 11 1	2 3 6	3 0 5
	... ...	Solid ...	0 13 0	1 1 2	1 4 7	1 10 1	1 12 10	2 5 9	3 3 6
	Open tabular matter, 3 to 5 cols.		0 14 0	1 2 5	1 6 2	1 12 1	1 15 0	2 8 8	3 7 5
	Close ditto ditto ...		0 14 10	1 3 6	1 7 5	1 13 8	2 0 9	2 10 11	3 10 7
	Open sch. matter, 6 cols. and upwards.		1 0 0	1 5 1	1 9 3	2 0 0	2 3 5	2 14 4	3 15 3
	Close ditto ditto ...		1 1 3	1 6 7	1 11 2	2 2 5	2 6 0	3 1 10	4 3 11
D. Foolscap 4to. 37 × 67.			*39,664*	*53,664*	*61,088*	*79,040*	*90,496*	*112,096*	*158,648*
	Common matter, full measure	Leaded	1 9 10	2 2 10	2 7 4	3 3 0	3 10 1	4 8 4	6 6 8
	... ...	Solid...	1 11 6	2 5 1	2 9 11	3 6 3	3 13 10	4 13 0	6 13 3
	Open tabular matter, 3 to 5 cols.		1 13 7	2 7 11	2 13 1	3 10 5	4 2 6	5 2 10	7 5 7
	Close ditto ditto ...		1 15 3	2 10 2	2 15 7	3 13 8	4 6 3	5 7 6	7 12 2
	Open sch. matter, 6 cols. and upwards.		2 1 9	2 13 6	3 3 5	4 2 7	4 11 11	5 14 6	8 6 1
	Close ditto ditto ...		2 4 3	3 0 11	3 7 3	4 7 7	5 1 6	6 5 6	9 0 1

Measure.	Description of matter.	Pica. Rate per page.	Small Pica. Rate per page.	Long Primer. Rate per page.	Bourgeois. Rate per page.	Brevier. Rete per page.	Minion. Rate per page.	Nonpareil. Rate per page.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
D. Foolscap 4to, 44×70.		*49,280*	*66,096*	*76,560*	*98,208*	*113,632*	*139,712*	*197,120*
	Common matter, full measure. Leaded	1 15 7	2 10 7	3 1 8	3 15 3	4 9 7	5 10 5	7 15 2
	Common matter, full measure. Solid ...	2 1 8	2 13 4	3 4 11	4 3 4	4 14 4	6 0 3	8 7 5
	Open tabular matter, 3 to 5 cols.	2 4 2	3 0 9	3 8 11	4 8 5	5 4 3	6 7 6	9 1 8
	Close ditto ditto ...	2 6 3	3 3 6	3 12 1	4 12 6	5 9 0	6 13 4	9 9 10
	Open sch. matter, 6 cols. and upwards.	2 9 4	3 7 8	4 0 11	5 2 8	6 0 2	7 6 1	10 6 2
	Close ditto ditto ...	2 12 4	3 11 9	4 5 9	5 8 9	6 7 3	7 14 10	11 2 6
D. Foolscap 4to, 45×65.		*46,800*	*62,400*	*72,576*	*94,208*	*106,624*	*133,760*	*187,200*
	Common matter, full measure. Leaded	1 14 4	2 8 0	2 15 1	3 12 8	4 5 1	5 6 6	7 8 9
	Common matter, full measure. Solid ...	2 0 3	2 10 7	3 2 2	4 0 7	4 9 6	5 12 1	8 0 6
	Open tabular matter, 3 to 5 cols.	2 2 9	2 13 10	3 5 11	4 5 6	4 15 1	6 3 1	8 10 3
	Close ditto ditto ...	2 4 8	3 0 5	3 9 0	4 9 5	5 3 7	6 8 8	9 2 1
	Open sch. matter, 6 cols. and upwards.	2 7 7	3 4 3	3 13 7	4 15 3	5 10 3	7 1 0	9 13 9
	Close ditto ditto ...	2 10 7	3 8 2	4 2 1	5 5 2	6 0 11	7 9 5	10 9 5
D. Foolscap 4to, 40×62.		*39,680*	*52,992*	*61,600*	*80,256*	*91,744*	*114,240*	*158,720*
	Common matter, full measure. Leaded	1 9 10	2 2 2	2 8 0	3 3 8	3 11 5	4 9 7	6 6 8
	Common matter, full measure. Solid ...	1 11 6	2 4 5	2 10 7	3 7 0	3 15 3	4 14 4	6 13 3
	Open tabular matter, 3 to 5 cols.	1 13 7	2 7 2	2 13 10	3 11 2	4 4 0	5 4 3	7 5 7
	Close ditto ditto ...	1 15 3	2 9 4	3 0 5	3 14 6	4 7 10	5 9 0	7 12 2
	Open sch. matter, 6 cols. and upwards.	2 1 9	2 12 8	3 4 3	4 3 6	4 13 7	6 0 2	8 6 1
	Close ditto ditto ...	2 4 3	3 0 0	3 8 2	4 8 6	5 3 4	6 7 3	9 0 1
D. Foolscap 4to, 34×62.		*33,738*	*44,928*	*51,744*	*67,584*	*76,704*	*95,760*	*134,912*
	Common matter, full measure. Leaded	1 5 11	1 13 0	2 1 7	2 11 11	3 1 8	3 14 0	5 7 2
	Common matter, full measure. Solid ...	1 7 4	1 14 11	2 3 9	2 14 9	3 4 11	4 2 0	5 12 9
	Open tabular matter, 3 to 5 cols.	1 9 1	2 1 3	2 6 5	3 2 3	3 8 11	4 7 0	6 3 10
	Close ditto ditto ...	1 10 6	2 3 1	2 8 7	3 5 1	3 12 1	4 11 0	6 9 5
	Open sch. matter, 6 cols. and upwards.	1 12 8	2 5 11	2 11 10	3 9 4	4 0 11	5 1 0	7 1 10
	Close ditto ditto ...	1 14 9	2 8 9	2 15 1	3 13 7	4 5 9	5 7 0	7 10 4
D. Foolscap 4to, 40×70.		*44,800*	*59,616*	*70,400*	*90,288*	*101,760*	*126,496*	*179,200*
	Common matter, full measure. Leaded	1 13 0	2 6 9	2 13 2	3 10 1	4 1 10	5 1 4	7 3 7
	Common matter, full measure. Solid ...	1 14 11	2 9 3	3 0 1	3 13 10	4 6 1	5 6 7	7 11 0
	Open tabular matter, 3 to 5 cols.	2 1 3	2 12 4	3 3 9	4 2 6	4 11 5	5 13 2	8 4 4
	Close ditto ditto ...	2 3 1	2 14 10	3 6 8	4 6 3	4 15 8	6 2 5	8 11 10
	Open sch. matter, 6 cols. and upwards.	2 5 11	3 2 7	3 11 0	4 11 11	5 6 0	6 10 3	9 7 0
	Close ditto ditto ...	2 8 9	3 6 4	3 15 5	5 1 6	5 12 5	7 2 2	10 2 2

Measure.	Description of Matter.		Pica.	Small Pica.	Long Primer.	Bourgeois.	Brevier.	Minion.	Nonpareil.
			Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
D. Foolscap 4to, 40 × 65.			*41,600*	*55,200*	*64,800*	*83,904*	*94,080*	*116,848*	*166,400*
	Common matter, full measure	Leaded	1 11 1	2 3 6	2 9 11	3 6 3	3 12 8	4 11 6	6 11 2
		Solid...	1 12 10	2 5 9	2 12 8	3 9 9	4 0 7	5 0 5	7 2 1
	Open tabular matter, 3 to 5 cols.		1 15 0	2 8 8	3 0 0	3 14 1	4 5 6	5 6 6	7 10 9
	Close ditto ditto ...		2 0 9	2 10 11	3 2 9	4 1 7	4 9 5	5 11 4	8 1 8
	Open sch. matter, 6 cols. and upwards.		2 3 5	2 14 4	3 6 10	4 6 10	4 15 3	6 2 8	8 12 0
	Close ditto ditto ...		2 6 0	3 1 10	3 10 10	4 12 1	5 5 2	6 10 0	9 6 5
D. Foolscap 4to, 37 × 65.			*38,480*	*51,600*	*59,616*	*76,544*	*87,808*	*108,136*	*153,920*
	Common matter, full measure	Leaded	1 8 6	2 1 7	2 6 9	3 1 8	3 8 10	4 5 9	6 3 5
		Solid ..	1 10 1	2 3 9	2 9 3	3 4 11	3 12 6	4 10 3	6 9 10
	Open tabular matter, 3 to 5 cols.		1 12 1	2 6 5	2 12 4	3 8 11	4 1 1	4 15 10	7 1 10
	Close ditto ditto ...		1 13 8	2 8 7	2 17 10	3 12 1	4 4 9	5 4 4	7 8 3
	Open sch. matter, 6 cols. and upwards.		2 0 0	2 11 10	3 2 7	4 0 11	4 10 3	5 11 1	8 1 11
	Close ditto ditto ...		2 2 5	2 15 1	3 6 4	4 5 9	4 15 9	6 1 10	8 11 6
D. Foolscap 4to, 37 × 62.			*36,704*	*49,536*	*57,408*	*73,216*	*83,328*	*103,168*	*146,816*
	Common matter, full measure	Leaded	1 7 10	2 0 3	2 4 9	2 15 1	3 5 7	4 2 6	5 14 11
		Solid...	1 9 5	2 2 4	2 7 2	3 2 2	3 9 0	4 6 9	6 5 0
	Open tabular matter, 3 to 5 cols.		1 11 4	2 4 11	2 10 1	3 5 11	3 13 4	4 12 2	6 12 8
	Close ditto ditto ...		1 12 10	2 7 0	2 12 6	3 9 0	4 0 10	5 0 5	7 2 10
	Open sch. matter, 6 cols. and upwards.		1 15 2	2 10 2	3 0 1	3 13 7	4 6 0	5 6 10	7 12 0
	Close ditto ditto ...		2 1 6	2 13 3	3 3 7	4 2 1	4 11 2	5 13 4	8 5 2
D. Foolscap 4to, 34 × 65.			*35,360*	*46,800*	*54,433*	*70,656*	*79,968*	*99,408*	*141,440*
	Common matter, full measure	Leaded	1 6 7	1 14 4	2 2 10	2 13 10	3 3 8	3 15 11	5 11 0
		Solid...	1 8 0	2 0 3	2 5 1	3 0 9	3 7 0	4 4 0	6 0 11
	Open tabular matter, 3 to 5 cols.		1 9 10	2 2 9	2 7 11	3 4 6	3 11 2	4 9 2	6 8 3
	Close ditto ditto ...		1 11 4	2 4 8	2 10 2	3 7 5	3 14 6	4 13 4	6 14 1
	Open sch. matter, 6 cols. and upwards.		1 13 6	2 7 7	2 13 6	3 11 10	4 3 6	5 3 6	7 6 11
	Close ditto ditto ...		1 15 8	2 10 7	3 0 11	4 0 4	4 8 6	5 9 8	7 15 9
D. Foolscap 4to, 30 × 65.			*31,200*	*42,300*	*47,952*	*61,824*	*70,560*	*87,200*	*124,800*
	Common matter, full measure	Leaded	1 4 0	1 11 1	1 15 0	2 8 0	2 13 10	3 8 2	5 0 8
		Solid...	1 5 3	1 12 10	2 1 0	2 10 7	3 0 9	3 11 9	5 5 11
	Open tabular matter, 3 to 5 cols.		1 6 11	1 15 0	2 3 6	2 13 10	3 4 6	4 0 4	5 12 5
	Close ditto ditto ...		1 8 2	2 0 9	2 5 6	3 0 5	3 7 5	4 3 11	6 1 7
	Open sch. matter, 6 cols. and upwards.		1 10 1	2 3 5	2 8 6	3 4 3	3 11 10	4 9 4	6 9 5
	Close ditto ditto ...		1 12 1	2 6 0	2 11 6	3 8 2	4 0 4	4 14 10	7 1 3

Measure.	Description of matter.	Pica. Rate per page.	Small Pica. Rate per page.	Long Primer. Rate per page.	Bourgeois. Rate per page.	Brevier. Rate per page.	Minion. Rate per page.	Nonparell. Rate per page.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
D. Foolscap 4to, 30 × 62.		*29,760*	*40,320*	*46,176*	*59,136*	*67,680*	*83,200*	*119,040*
	Common matter, full measure. Leaded	1 3 4	1 9 10	1 13 8	2 6 1	2 11 11	3 5 7	4 12 10
	Common matter, full measure. Solid...	1 4 7	1 11 6	1 15 7	2 8 6	2 14 9	3 9 0	5 1 9
	Open tabular matter, 3 to 5 cols.	1 6 2	1 13 7	2 2 0	2 11 7	3 2 3	3 13 4	5 8 0
	Close ditto ditto ...	1 7 5	1 15 3	2 3 11	2 14 1	5 5 1	4 0 10	5 12 11
	Open sch. matter, 6 cols. and upwards.	1 9 3	2 1 9	2 6 9	3 1 9	3 9 4	4 6 0	6 4 4
	Close ditto ditto ...	1 11 2	2 4 3	2 9 8	3 5 5	3 13 7	4 11 2	6 11 10
D. Foolscap 4to, 25 × 65.		*26,000*	*34,800*	*40,176*	*51,520*	*59,584*	*73,248*	*104,000*
	Common matter, full measure. Leaded	1 0 9	1 6 7	1 9 10	2 1 7	2 6 9	2 15 1	4 3 2
	Common matter, full measure. Solid...	1 1 10	1 8 0	1 11 6	2 3 9	2 9 3	3 2 2	4 7 6
	Open tabular matter, 3 to 5 cols.	1 3 2	1 9 10	1 13 7	2 6 5	2 12 4	3 5 11	4 12 11
	Close ditto ditto ...	1 4 3	1 11 4	1 15 3	2 8 7	2 14 10	3 9 0	5 1 3
	Oepn sch. matter, 6 cols. and upwards.	1 5 11	1 13 6	2 1 9	2 11 10	3 2 7	3 13 7	5 7 9
	Close ditto ditto ...	1 7 6	1 15 8	2 4 3	2 15 1	3 6 4	4 2 1	5 14 3
D. Foolscap 4to, 25 × 62.		*24,800*	*33,408*	*38,688*	*49,280*	*56,544*	*69,888*	*99,200*
	Common matter, full measure. Leaded	1 0 1	1 5 3	1 9 2	1 15 7	2 4 9	2 13 2	3 15 11
	Common matter, full measure. Solid...	1 1 2	1 6 8	1 10 9	2 1 8	2 7 2	3 0 1	4 4 0
	Open tabular matter, 3 to 5 cols.	1 2 5	1 8 4	1 12 10	2 4 2	2 10 1	3 3 9	4 9 2
	Close ditto ditto ...	1 3 6	1 9 9	1 14 5	2 6 3	2 12 6	3 6 8	4 13 4
	Open sch. matter, 6 cols. and upwards.	1 5 1	1 11 10	2 0 10	2 9 4	3 0 1	3 11 0	5 3 6
	Close ditto ditto ...	1 6 7	1 13 10	2 3 4	2 12 4	3 3 7	3 15 5	5 9 8
D. Foolscap 4to, 20 × 65.		*20,800*	*27,600*	*32,400*	*41,216*	*47,040*	*57,552*	*83,200*
	Common matter, full measure. Leaded	0 13 6	1 2 1	1 4 8	1 10 5	1 14 4	2 5 5	3 5 7
	Common matter, full measure. Solid...	0 14 5	1 3 3	1 6 0	1 12 2	2 0 3	2 7 10	3 9 0
	Open tabular matter, 3 to 5 cols.	0 15 6	1 4 8	1 7 8	1 14 3	2 2 9	2 10 10	3 13 4
	Close ditto ditto ...	1 0 4	1 5 10	1 9 0	2 0 0	2 4 8	2 13 3	4 0 10
	Open sch. matter, 6 cols. and upwards.	1 1 8	1 7 7	1 11 0	2 2 7	2 7 7	3 0 11	4 6 0
	Close ditto ditto ...	1 3 0	1 9 4	1 13 0	2 5 1	2 10 7	3 4 6	4 11 2
D. Foolscap 4to, 20 × 62.		*19,840*	*26,496*	*31,200*	*39,424*	*45,120*	*54,912*	*79,360*
	Common matter, full measure. Leaded	0 12 11	1 0 9	1 4 0	1 9 2	1 13 0	2 3 6	3 3 0
	Common matter, full measure. Solid...	0 13 9	1 1 10	1 5 3	1 10 9	1 14 11	2 5 9	3 6 3
	Open tabular matter, 3 to 5 cols.	0 14 9	1 3 2	1 6 11	1 12 10	2 1 3	2 8 8	3 10 5
	Close ditto ditto ...	0 15 7	1 4 3	1 8 2	1 14 5	2 3 1	2 10 11	3 13 8
	Open sch. matter, 6 cols. and upwards.	1 0 10	1 5 11	1 10 1	2 0 10	2 5 11	2 14 4	4 2 7
	Close ditto ditto ...	1 2 1	1 6	1 12 1	2 3 4	2 8 9	3 1 10	4 7 7

Measure.	Description of matter.		Pica. Rate per page.	Small Pica. Rate per page.	Long Primer. Rate per page.	Bourgeois. Rate per page.	Brevier. Rate per page.	Minion. Rate per page.	Nonpareil. Rate per page.
			Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
D. Foolscap 4to, 15 × 65.			*15,600*	*20,400*	*24,624*	*30,912*	*36,064*	*43,600*	*62,400*
	Common matter, full measure.	Leaded	0 10 4	0 12 11	1 0 1	1 4 0	1 7 3	1 12 5	2 8 0
		Solid ...	0 11 0	0 13 9	1 1 2	1 5 3	1 8 9	1 14 3	2 10 7
	Open tabular matter, 3 to 5 cols.		0 11 10	0 14 9	1 2 5	1 6 11	1 10 7	2 0 6	2 13 10
	Close ditto ditto ...		0 12 6	0 15 7	1 3 6	1 8 2	1 12 1	2 2 4	3 0 5
	Open sch. matter, 6 cols. and upwards.		1 13 6	1 0 10	1 5 1	1 10 1	1 14 4	2 5 1	3 4 3
	Close ditto ditto ...		0 14 6	1 2 1	1 6 7	1 12 1	2 0 7	2 7 10	3 8 2
D. Foolscap 4to, 15 × 62.			*14,880*	*19,584*	*23,672*	*29,568*	*34,224*	*41,600*	*59,520*
	Common matter, full measure.	Leaded	0 9 8	0 12 11	0 15 6	1 3 4	1 5 11	1 11 1	2 6 9
		Solid ...	0 10 3	0 13 9	1 0 6	1 4 7	1 7 4	1 12 10	2 9 3
	Open tabular matter, 3 to 5 cols.		0 11 1	0 14 9	1 1 9	1 6 2	1 9 1	1 15 0	2 12 4
	Close ditto ditto ...		0 11 8	0 15 7	1 2 9	1 7 5	1 10 6	2 0 9	2 14 10
	Open sch. matter, 6 cols. and upwards.		0 12 7	1 0 10	1 4 3	1 9 3	1 12 8	2 3 5	3 2 7
	Close ditto ditto ...		0 13 7	1 2 1	1 5 9	1 11 2	1 14 9	2 6 0	3 6 4
D. Foolscap 4to, 44 × 65.			*45,760*	*61,200*	*71,280*	*91,264*	*103,488*	*129,056*	*183,040*
	Common matter, full measure.	Leaded	1 13 8	2 7 4	2 13 10	3 10 9	4 2 6	5 3 3	7 6 2
		Solid ...	1 15 7	2 9 11	3 0 9	3 14 6	4 6 9	5 8 8	7 13 9
	Open tabular matter, 3 to 5 cols.		2 2 0	2 13 1	3 4 6	4 3 3	4 12 2	5 15 4	8 7 4
	Close ditto ditto ...		2 3 11	2 15 7	3 7 5	4 7 1	5 0 5	6 4 9	8 14 11
	Open sch. matter, 6 cols. and upwards.		2 6 9	3 3 5	3 11 10	4 12 9	5 6 10	6 12 10	9 10 4
	Close ditto ditto ...		2 9 8	3 7 3	4 0 4	5 2 5	5 13 4	7 4 10	10 5 10
D. Foolscap 4to, 44 × 62.			*43,648*	*58,752*	*68,640*	*87,296*	*98,208*	*123,136*	*174,592*
	Common matter, full measure.	Leaded	1 12 5	2 6 1	2 12 6	3 8 2	3 15 3	4 15 5	7 1 0
		Solid ...	1 14 3	2 8 6	2 15 5	3 11 9	4 3 4	5 4 6	7 8 3
	Open tabular matter, 3 to 5 cols.		2 0 6	2 11 7	3 3 0	4 0 4	4 8 5	5 10 11	8 1 5
	Close ditto ditto ...		2 2 4	2 14 1	3 5 10	4 3 11	4 12 6	6 0 1	8 8 8
	Open sch. matter, 6 cols. and upwards.		1 5 1	3 1 9	3 10 2	4 9 4	5 2 8	6 7 9	9 3 7
	Close ditto ditto ...		2 7 10	3 5 5	3 14 6	4 14 10	5 8 9	6 15 5	9 14 7
D. Foolscap 4to, 34 × 70.			*38,080*	*50,554*	*59,136*	*76,032*	*85,680*	*107,616*	*152,320*
	Common matter, full measure.	Leaded	1 8 6	2 0 11	2 6 1	3 1 1	3 7 6	4 5 9	6 2 2
		Solid ...	1 10 1	2 3 0	2 8 6	3 4 3	3 11 1	4 10 3	6 8 6
	Open tabular matter, 3 to 5 cols.		1 12 1	2 5 8	2 11 7	3 8 2	3 15 7	4 15 10	7 0 5
	Close ditto ditto ...		1 13 8	2 7 10	2 14 1	3 11 4	4 3 2	5 4 4	7 6 9
	Open sch. matter, 6 cols. and upwards.		2 0 0	2 11 0	3 1 9	4 0 1	4 8 6	5 11 1	8 0 3
	Close ditto ditto ...		2 2 5	2 14 2	3 5 5	4 4 10	4 13 11	6 1 10	8 9 9

Measure.	Description of matter.	Pica.	Small Pica.	Long Primer.	Bourgeois.	Brevier.	Minion.	Non-pareil.
		Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.	Rate per page.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
D. Foolscap 4to, 18 × 62.		*17,856*	*24,192*	*27,456*	*35,200*	*40,176*	*49,920*	*71,424*
	Common matter, full measure. — Leaded	0 11 7	0 15 6	1 1 5	1 6 7	1 9 10	2 0 3	2 13 10
	Common matter, full measure. — Solid ...	0 12 4	1 0 6	1 2 6	1 8 0	1 11 6	2 2 4	3 0 9
	Open tabular matter, 3 to 5 cols.	0 13 3	1 1 9	1 3 11	1 9 10	1 13 7	2 4 11	3 4 6
	Close ditto ditto ...	0 14 0	1 2 9	1 5 1	1 11 4	1 15 3	2 7 0	3 7 5
	Open sch. matter, 6 cols. and upwards.	0 15 2	1 4 3	1 6 9	1 13 6	2 1 9	2 10 2	3 11 10
	Close ditto ditto ...	1 0 3	1 5 9	1 8 5	1 15 8	2 4 8	2 13 3	4 0 4
D. Foolscap. 8vo. K. W., 18 × 44.		*25,344*	*34,272*	*38,720*	*49,600*	*57,024*	*71,040*	*101,376*
	Common matter, full measure — Leaded	0 8 0	0 10 11	0 12 7	1 0 1	1 2 4	1 6 11	2 0 7
	Common matter, full measure — Solid...	0 8 7	0 11 8	0 13 4	1 1 2	1 3 7	1 8 4	2 2 8
	Open tabular matter, 3 to 5 cols.	0 9 2	0 12 6	0 14 5	1 2 5	1 5 0	1 10 3	2 5 4
	Close ditto ditto ...	0 9 9	0 13 3	0 15 2	1 3 6	1 6 3	1 11 8	2 7 5
	Open sch. matter, 6 cols. and upwards.	0 10 6	0 14 4	1 0 5	1 5 1	1 8 0	1 13 11	2 10 7
	Close ditto ditto ...	0 11 3	0 15 4	1 1 8	1 6 7	1 9 9	2 0 2	2 13 9
D. Foolscap 4to, 22 × 62.		*21,824*	*28,800*	*33,696*	*43,648*	*49,104*	*61,568*	*87,368*
	Common matter, full measure. — Leaded	0 14 2	1 2 8	1 5 11	1 12 5	1 15 7	2 8 0	3 8 2
	Common matter, full measure. — Solid...	0 15 1	1 3 11	1 7 4	1 14 3	2 1 8	2 10 7	3 11 9
	Open tabular matter, 3 to 5 cols.	1 0 3	1 5 5	1 9 1	2 0 6	2 4 2	2 13 10	4 0 4
	Close ditto ditto ...	1 1 2	1 6 7	1 10 6	2 2 4	2 6 3	3 0 5	4 3 11
	Open sch. matter, 6 cols. and upwards.	1 2 6	1 8 5	1 12 8	2 5 1	2 9 4	3 4 3	4 9 4
	Close ditto ditto ...	1 3 11	1 10 3	1 14 9	2 7 10	2 12 4	3 8 2	4 14 10
D. Foolscap 4to, 22 × 65.		*22,880*	*30,000*	*34,992*	*45,632*	*51,774*	*65,120*	*91,520*
	Common matter, full measure. — Leaded	0 14 10	1 3 4	1 6 7	1 13 8	2 1 7	2 9 11	3 11 5
	Common matter, full measure. — Solid...	0 15 9	1 4 7	1 8 0	1 15 7	2 3 9	2 12 8	3 15 3
	Open tabular matter, 3 to 5 cols.	1 1 0	1 6 2	1 9 10	2 2 0	2 6 5	3 0 0	4 4 0
	Close ditto ditto ...	1 1 11	1 7 5	1 11 4	2 3 11	2 8 7	3 2 9	4 7 10
	Open sch. matter, 6 cols. and upwards.	1 3 4	1 9 3	1 13 6	2 6 9	2 11 10	3 6 10	4 13 7
	Close ditto ditto ...	1 4 10	1 11 2	1 15 8	2 9 8	2 15 1	3 10 10	5 3 4
D. Foolscap 4to, 23 × 70.		*24,640*	*32,400*	*38,016*	*49,104*	*55,968*	*69,856*	*98,560*
	Common matter, full measure. — Leaded	1 0 1	1 4 8	1 8 6	1 15 7	2 4 2	2 13 2	3 15 11
	Common matter, full measure. — Solid ...	1 1 2	1 6 0	1 10 1	2 1 8	2 6 6	3 0 1	4 4 0
	Open tabular matter, 3 to 5 clos.	1 2 5	1 7 8	1 12 1	2 4 2	2 9 5	3 3 9	4 9 2
	Close ditto ditto ...	1 3 6	1 9 0	1 13 8	2 6 8	2 11 9	3 6 8	4 13 4
	Open sch. matter, 6 cols. and upwards.	1 5 1	1 11 0	2 0 0	2 9 4	2 15 3	3 11 0	5 3 6
	Close ditto ditto ..	1 6 7	1 13 0	2 2 5	2 12 4	3 2 9	3 15 5	5 9 8

JOB WORK.

14. Jobs set on larger type than Pica, but not larger than Great Primer, are cast up as Pica. In casting up, after the first thousand, fractions of 250 ens are not reckoned, 250 ens and up to 500 ens are charged as half a thousand; above 500 ens and up to 1,000 ens are charged as a thousand. Special charges are made for jobs set on larger type than Great Primer. The lowest charge for any job is Re. 0-4-2.

15. *Circulars, letter forms, and docket memo. forms* are charged at Re. 0-5-6 per 1,000 ens.

16. *Letter heading forms* are charged at an all round rate of Re. 0-4-2 each, and 4 pies extra per line for marginal matter.

17. *Docket forms* are charged at an all round rate of Re. 0-6-3 each, and 4 pies extra per line for marginal matter.

18. *Addresses* for franking are charged at Re. 0-6-3 each; addresses only, Re. 0-4-2 each.

19. *Lables in sheets* are cast up as Pica at Re. 0-5-6 per 1,000 ens. The lowest charge for a single label is Re. 0-4-2.

20. *Cheque forms* are paid for at Re. 0-5-6 per 1,000 ens; composition of cheque forms with ground borders is charged on time.

FORM WORK.

21. Form work is divided into four classes, and is charged as follows:—

Class A consists of blank forms with headings, irrespective of the number of forms or columns contained in a page, and is charged at Re. 0-2-1 per 1,000 pica ens.

Class B consists of forms with lines placed at wide intervals, and is charged at the rates for class A, 2 pice per line extra in each column being charged for the matter.

Class C consists of forms partially filled in with matter; the blank columns are cast up at the rate for class A, and the filled-in matter is charged according to the scale of rates in page 1.

Class D cosists of forms having matter changed in one or more columns in sheets succeeding those originally composed. The original composition is charged at the rates for class C, and changing the matter at press in succeeding sheets is charged on time.

In forms where open matter extends across the page, and is not divided into columns, one-fourth of the blank only is charged.

22. *Casting up.*—In casting forms, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are charged as half a thousand; above 500 ens and up to 1,000 ens are charged as a thousand.

23. *Column heads* are charged at 6 pies each extra, and 2 pies extra for every line above 3.

24. *Titles.*—Sizes up to foolscap are charged at Re. 0-8-4 each, and Re. 0-2-1 extra for each size larger.

25. *Dockets.*—Skeleton dockets up to foolscap size are charged at Re. 0 4-2 each and 1 anna extra for each size larger. Extra matter is cast up at Re. 0-5-6 per 1,000 ens.

26. *Rule forms* are charged at half the rates for class A.

The following are the rates per page for class A.

Size of form.		Measure.	Number of ens in a form.	Rate per page. Rs.	A.	P.
FOOLSCAP ...	Broadside	72 ×	26,496	1	11	
	Folio	45 × 74	26,640	0	14	
	Quarto	35 × 45	25,200	0	6	
	Octavo	22 × 34	23,936	0	3	
DEMY ...	Broadside	88 × 115	20,240	2	9	8
	Folio	55 × 90	19,800	1	4	10
	Quarto	44 × 56	19,712	0	10	5
	Octavo	27 × 44	19,008	0	4	11
MEDIUM ...	Broadside	100 × 128	25,600	3	6	2
	Folio	62 × 100	24,800	1	10	0
	Quarto	48 × 64	24,576	0	13	0
	Octavo	30 × 50	24,000	0	6	3
ROYAL ...	Broadside	110 × 140	30,800	4	0	7
	Folio	68 × 110	29,920	1	15	3
	Quarto	54 × 70	30,240	0	15	7
	Octavo	34 × 56	30,464	0	7	11
SUPER-ROYAL	Broadside	110 × 158	34,760		8	11
	Folio	78 × 110	34,320		4	0
	Quarto	54 × 78	33,696		1	8
	Octavo	38 × 56	34,048		8	10
IMPERIAL ...	Broadside	128 × 176	45,056	5	13	9
	Folio	86 × 128	44,032	2	13	10
	Quarto	62 × 86	42,656	1	6	5
	Octavo	42 × 62	41,664	0	10	11

PRESS WORK AND MACHINE WORK.

27. The rates include the covering of tympans and friskets, and keeping machines and presses, ink-tables, rollers, &c., clean and in good working order.

28. *Making ready* is paid for per forme as under—

		Machine. A.	P.	Press. Rs.	A.	P.
Class A ...	Foolscap and under ..	1	0	0	1	0
	Demy to super-royal ..	2	0	0	2	0
	Imperial and upwards ..	2	6	0	2	6
Class B ...	Foolscap and under ..	1	6	0	1	6
	Demy to super-royal ..	2	6	0	2	6
	Imperial and upwards ..	3	0	0	3	0
Class C ...	Foolscap and under	......		0	6	0
	Demy to super-royal	......		0	12	0
	Imperial and upwards	......		1	0	0

For numbers above 1,000 in class A no charge is made for making ready. When more small forms than one are worked on a press full rates for each forme are charged.

29. *Stereo plates* are charged 100 per cent. extra per forme.

30. *Side notes.*—Formes under class B containing side notes are charged 50 per cent. extra per forme.

31. *Impressions on machines* are charged 8 annas and 3 pies per thousand. Two hundred and fifty impressions and under are charged as quarter of a thousand, 251 up to 500 impressions are charged as half a thousand, and so on up to a thousand.

32. *Impressions on hand presses* are charged per hundred at the following rates :—

	Class A.		Class B.		Class C.	
	A.	P.	A.	P.	A.	P.
Foolscap and under	2	6	3	0	4	6
Demy to super-royal	3	6	4	0	6	0
Imperial and upwards	4	6	6	0	8	0

Fifty impressions and under are charged as half a hundred, and 51 up to 100 impressions are charged as a hundred. File copies are not charged.

33. *Wood-cuts.*—The impressions of formes containing wood-cuts are charged at the rates for class C.

34. *Circulars and letter headings* are charged at the rates for class B. *Envelopes and lables* at those for class A.

35. *Printing on water-marked paper.*—Cheques, bills-of-exchange, transfer receipts, &c., moveable or stereotype, are charged at the rates for class C.

36. *Printing on parchment or cloth* is charged at the rates for class C.

37. *Printing forms in colours by one pull.*—Full rates are charged for one colour, and half rates for each additional colour; making ready is charged for one forme, and half rates for every additional forme.

38. *Additional lays.*—All formes requiring second lay are charged one-half extra, every succeeding lay to be charged one-half of the second.

Alterations at Press are charged on time at 9 annas per hour. Fractions of quarter of an hour are charged as quarter of an hour.

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5 & 6 ditto ditto ditto ...	17 13 7	0 3 0	21 10 0	0 3 7
3 & 4 ditto ditto ditto ...	17 0 0	0 2 10	20 9 7	0 3 5
2 quires and under, ditto ditto ...	16 2 5	0 2 8	19 9 2	0 3 3
Class B.				
7 & 8 quires, full country smooth calf, spring back, sewed and blind tooled.	18 3 0	0 3 1	22 0 4	0 3 8
5 & 6 ditto ditto ditto ...	17 5 2	0 2 11	20 15 7	0 3 6
3 & 4 ditto ditto ditto ...	16 8 0	0 2 9	19 15 7	0 3 4
2 quires and under, ditto ditto ...	15 10 10	0 2 8	18 15 7	0 3 2
The above with *fast backs* will be subject to a deduction of 10 per cent.				
Class C.				
7 & 8 quires, half country rough calf, spring back, cloth, marble or printed paper sides, sewed and blind tooled.	17 15 10	0 3 0	21 11 7	0 3 7
5 & 6 ditto ditto ditto ...	17 2 2	0 2 11	20 11 0	0 3 5
3 & 4 ditto ditto ditto ...	16 5 2	0 2 9	19 11 3	0 3 4
2 quires and under, ditto ditto ...	15 8 2	0 2 7	18 11 6	0 3 2
Class D.				
7 & 8 quires, half country smooth calf, spring back, cloth, marble or printed paper sides, sewed and blind tooled.	17 1 0	0 2 11	20 9 7	0 3 5
5 & 6 ditto ditto ditto ...	16 4 0	0 2 9	19 9 11	0 3 3
3 & 4 ditto ditto ditto ...	15 7 8	0 2 8	18 11 0	0 3 2
2 quires and under, ditto ditto ...	14 11 4	0 2 6	17 12 1	0 3 0
Class E.				
4 quires, half country smooth calf, or parchment, fast back, cloth, marble or printed paper sides, and full cloth, sewed and blind tooled.	14 10 2	0 2 6	17 10 10	0 3 0
3 ditto ditto ditto ...	13 14	0 2 4	16 12 8	0 2 10
2 ditto ditto ditto ...	13 3	0 2 3	15 15 3	0 2 8
1 quire and under, ditto ditto ...	12 8 10	0 2 2	15 2 6	0 2 7
A reduction of 5 per cent. to be made where no corners are required.				
Class F.				
5 & 6 quires guard-book, half country calf, cloth or marble-paper sides, with corners, sewed and blind tooled.				
3 & 4 ditto ditto ditto ...				
2 quires and under, ditto ditto ...				
Class G.				
Port-folio, full leather, blind tooled	9 5 11	0 1	11 5 7	1 10
" " half-leather, cloth or marble-paper sides, blind tooled.	8 15 11	0 1	10 13 9	1 9
" " full or half cloth, marble-paper sides ...	7 5 1	0 1 3	8 13 5	0 1 6

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25 13 7	0 4 3	29 10 11	0 4 11	31 8 5	0 5 2	33 6 0	0 5 6	35 3 7	0 5 9
24 9 11	0 4 1	28 4 4	4 8	30 0 5	0 4 11	31 12 7	0 5 3	33 8 9	0 5 6
23 7 2	0 3 11	26 14 10	4 5	28 9 7	0 4 9	30 4 5	0 5 0	31 15 2	0 5 3
22 4 5	0 3 9	25 9 4	4 3	27 2 9	0 4 6	28 12 3	0 4 9	30 5 7	0 5 0
25 6 11	0 4 3	29 2 7	0 4 10	31 0 3	0 5 1	14 0	0 5 5	34 11 9	0 5 8
24 3 7	0 4 0	27 12 5	0 4 7		0 4 10	31 5 0	0 5 2	33 1 4	
23 1 2	0 3 10	26 7 3	0 4 4		0 4 8	29 13 2	0 4 11	31 8 2	
21 14 9	0 3 8	25 2 1	0 4 2	26 11 8	0 4 5	28 5 4	0 4 8	29 15 0	
24 2 1	0 4 0	27 10 10	0 4 7	29 7 0	0 4 10	31 3 4	0 5 2	32 15 6	0 5 5
22 15 9	0 3 10	26 5 9	0 4 4	28 0 7	0 4 8	29 11 7	0 4 11	31 6 5	
21 14 3	0 3 8	25 1 8	0 4 2	26 11 3	0 4 5	28 4 11	0 4 8	29 14 6	0 4 11
20 12 9	0 3 6	23 13 7	0 3 11	25 5 11	0 4 2	26 14 3	0 4 5	28 6 7	0 4 8
20 11 5	0 3 5	23 12 0	0 3 11	25 4 9	0 4	13 6	0 4 5	28 6 3	
19 10 10	0 3 4	22 9 0	0 3 9	24 0 6	0 4 0	25 8 0	0 4 3	26 15 7	
18 11 1	0 3 2	21 7 0	0 3 7	22 13 3	0 3 10	24 3 7	0 4 0	25 10 0	4 3
17 12 2	0 3 0	20 5 10	0 3 5	21 11 0	0 3 7	23 0 3	0 3 10	24 5 6	4 0
13 5 4	0 2 2	15 5 2	0 2 6	16 5 0	0 2 8	4 11	0 2 10	18 4 9	0 3 0
12 11 5	0 2 1	14 9 3	0 2 5	15 8 1	0 2 6	7 0	0 2 8	17 5 10	0 2 10
10 5 8	0 1 8	11 14 0	0 1 11	12 10 4	0 2 1	13 6 9	0 2 2	14 3 1	0 2 4

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2 ditto ditto ditto ...	3 12 0	0 0 7	3 14 5	0 0 7
1 quire ditto ditto ditto ...	3 9 0	0 0 7	3 11 4	0 0 7
½ ditto and under ditto ditto ...	3 6 2	0 0 6	3 8 5	0 0 7
Class I.				
5 & 6 quires, limp covers, cloth back, marble or printed paper sides, or full cloth, stitched	3 1 7	0 0 6	3 3 7	0 0 6
3 & 4 ditto ditto ditto	2 15 3	0 0 5	2 1 2	0 0 6
2 ditto ditto ditto	2 13 0	0 0 5	2 14 10	0 0 5
1 quire ditto ditto ditto	2 10 9	0 0 5	2 12 6	0 0 5
½ ditto and under ditto ditto	2 8 8	0 0 5	2 10 3	0 0 5
Class J.				
4 quires printed or plain paper cover, stitched ...	0 14 2	0 0 2	0 15	0 0 2
3 & 2 ditto ditto ditto ...	6 13 6	0 0 2	0 14	0 0 2
1 quire ditto ditto ditto ...	0 12 10	0 0 1	0 13	0 0 2
½ ditto ditto ditto ditto ...	0 12 2	0 0 1	0 13	0 0 1
¼ ditto and under ditto ditto ...	0 11 7	0 0 1	0 12	0 0 1
When sides are pasted down, 25 per cent. over the rates to be allowed.				
Class K.				
1 quire stitched	0 8 2	All sizes.		
20 sheets "	0	Do.		
15 sheets "	0 6 2	Do.		
10 sheets "	0 5 2	Do.		
6 sheets "	0 3 7	Do.		
3 sheets and under stitched	0 3 0	Do.		
Class L.				
1½ sheet pasted	0 2 7	All sizes.		
Class M.				
Tacking at ½ the rates for stitching. 1 quire ..	0 2 0½	All sizes.		
20 sheets	1	Do.		
15	1	Do.		
10	0 1 3¾	Do.		
6 ..	0 0 10½	Do.		
3 " and under	0 0 9	Do.		
Class N.				
Folding per 100 foldings	0 0	All sizes.		
Class O.				
Pasting cloth on paper, per 100 pastings	0 8 0		0 9 0	

ALL SI[illegible]

STOCK FORMS—*continued.*

Royal 8vo.		S. Royal & D. Fcap. 8vo.		Royal, S. Royal & D. Fcap. 6mo.		Demy & Medium 4to.		Royal 4to.	
100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P	Rs. A. P.	Rs. A. P.	Rs. A. P.
4 7 5	0 0 8	4 10 1	0 0 9	4 15 4	0 0 9	5 4 7	0 0 10	5 9 11	0 0 11
4 4 0	0 0 8	4 6 7	0 0 8	4 11 7	0 0 9	5 0 7	0 0 9	5 5 8	0 0 10
4 0 9	0 0 8	4 3 3	0 0 8	4 8 0	0 0 8	4 12 9	0 0 9	5 1 7	0 0 10
3 13 6	0 0 7	3 15 11	0 0 7	4 4 5	0 0 8	4 8 11	0 0 9	4 13 6	0 0 9
3 10 5	0 0 7	3 12 9	0 0 7	4 1 0	0 0 8	4 5 3	0 0 8	4 9 8	0 0 9
3 5 6	0 0 6	3 7 7	0 0 7	3 11 6	0 0 7	3 15 5	0 0 8	4 3 5	0 0 8
3 3 0	0 0 6	3 4 11	0 0 6	3 8 8	0 0 7	3 12 5	0 0 7	4 0 3	0 0 8
3 0 7	0 0 6	3 2 5	0 0 6	3 6 0	0 0 6	3 9 7	0 0 7	3 13 2	0 0 7
2 14 2	0 0 5	2 15 11	0 0 6	3 3 4	0 0 6	3 6 9	0 0 6	3 10 1	0 0 7
2 11 10	0 0 5	2 13 6	0 0 5	3 0 9	0 0 6	3 4 0	0 0 6	3 7 2	0 0 6
1 0 0	0 0 2	1 1 1	0 0 2	1 1 6	0 0 2	1 1 11	0 0 2	1 2 4	0 0 2
0 15 3	0 0 2	1 0 3	0 0 2	1 0 8	0 0 2	1 1 1	0 0 2	1 1 6	0 0 2
0 14 6	0 0 2	0 15 5	0 0 2	0 15 10	0 0 2	1 0 3	0 0 2	1 0 8	0 0 2
0 13 9	0 0 2	0 14 8	0 0 2	0 15 1	0 0 2	0 15 5	0 0 2	0 15 10	0 0 2
0 13 1	0 0 1	0 13 11	0 0 2	0 14 4	0 0 2	0 14 8	0 0 2	0 15 1	0 0 2
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RATES FOR BINDING

Descriptions of Binding.	S. Royal 4to, Demy & Medium ½ & Fcap. Folio.						Demy Folio and ½ Royal.					
	100 Copies.			1 Copy.			100 Copies.			1 Copy.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.			
Class A.												
7 & 8 quries, full country rough calf, spring back, sewed and blind tooled.	38	9	4	0	6	4	50	15	10	0	8	4
5 & 6 ditto ditto ditto ...	36	12	0	0	6	0	48	9	0	0	7	11
3 & 4 ditto ditto ditto ...	35	0	0	0	5	9	46	4	0	0	7	6
2 quires and under, ditto ditto ...	33	4	0	0	5	5	43	15	0	0	7	2
Class B.												
7 & 8 quires, full country smooth calf, spring back, sewed and blind tooled.	37	1	1	0	6	1	49	5	4	0	8	0
5 & 6 ditto ditto ditto ...	35	4	10	0	5	9	46	15	9			
3 & 4 ditto ditto ditto ...	33	10	0	0	5	6	44	12	0			
2 quires and under, ditto ditto ...	31	15	2	0	5	3	42	8	3			
The above with *fast backs* will be subject to a deduction of 10 per cent.												
Class C.												
7 & 8 quires, half country rough calf, spring back, cloth, marble or printed paper sides, sewed and blind tooled.	36	9	7	0	6	0	48	8	1	0	7	11
5 & 6 ditto ditto ditto ...	34	13	9	0	5		46	3	2		7	6
3 & 4 ditto ditto ditto ...	33	3	3	0	5		44	0	0		7	2
2 quires and under, ditto ditto ...	31	8	9	0	5		41	12	10	0	6	10
Class D.												
7 & 8 quires, half country smooth calf, spring back, cloth, marble or printed paper sides, sewed and blind tooled.	34	11	10	0	5	8	46	0	6	0	7	6
5 & 6 ditto ditto ditto ...	33	1	5	0	5	5	43	13	5	0	7	2
3 & 4 ditto ditto ditto ...	31	8	3	0	5	2	41	12	0	0	6	10
2 quires and under, ditto ditto ...	29	15	1	0	4	11	39	10	7	0	6	6
Class E.												
4 quires, half country smooth calf or parchment, fast back, cloth, marble or printed paper sides, and full cloth sewed and blind tooled.		15	0	0	4	11	39	9	10	0	6	6
3 ditto ditto ditto ...	28	7	0		4	8	37	10	2	0	6	2
2 ditto ditto ditto ...	27	0	3		4	6	35	12	1	0	5	10
1 quire and under, ditto ditto ...	25	10	8		4	3	33	15	6	0	5	7
A reduction of 5 per cent. to be made where no corners and required.												
Class F.												
5 & 6 quires guard-book half country calf, cloth or marble-paper sides, with corners sewed and blind tooled.	27	4	9	0	4			0	5	0	5	3
3 & 4 ditto ditto ditto ...	26	0	0		4	4	30	8	0	0	5	0
2 quires and under, ditto ditto ...	24	11	3		4	1	28	15	7	0	4	9
Class G.												
Port-folio full leather, blind tooled	19	4	8				25	7	11		4	2
,, ,, half leather, cloth or marble paper sides, blind tooled.	18	4	9				24	4	0		3	11
,, ,, full or half cloth, marble-paper sides ...	14	15	6	0	2	5	19	12	11			

STOCK FORMS—*continued.*

Medium Folio.		Royal Folio.		S. Royal & Dble. Fcap. Folio.		Imperial Folio.		Double Demy Folio and larger sizes.	
100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
62 6 3	0 10 3	75 12 9	0 12 3	88 3 2	0 14 3	100 9 7	1 0 3	113 0 1	1 2 3
60 6 0	0 9 10	72 3 0	0 11 8	84 0 0	0 13 7	95 13 0	0 15 6	107 10 0	1 1 4
57 8 0	0 9 4	68 12 0	0 11 2	80 0 0	0 12 11	91 4 0	0 14 9	102 8 0	1 0 6
54 10 0	0 8 10	65 5 0	0 10 7	76 0 0	0 12 4	86 11 0	0 14 0	97 6 0	0 15 9
61 9 6	0 10 0	76 13 10		86 2 1	0 13 11	98 6 4	0 15 11	110 10 7	1 1 10
58 10 8	0 9 6	70 5 7	0 11 5	82 0 6	0 13 3	93 11 5	0 15 2	105 6 3	1 1 0
55 14 0	0 9 1	67 0 0	0 10 10	78 2 0	0 12 8	89 4 0	0 14 5	100 6 0	1 0 2
53 1 4	0 8 8	63 10 5	0 10 4	74 3 6	0 12 0	84 12 7	0 13 8	95 5 9	0 15 5
60	0 9 9	71 13 2	0 11 8	83 11 10	0 13 7	95 10 2	0 15 5	107 8 8	1 1 4
57 4 11	0 9 4	68 6 6	0 11 1	79 12 0	0 12 11	91 1	0 14 9	102 6 9	1 0 6
54 9 3	0 8 10	65 2	0 10 7	75 15 3	0 12 4	86 12	0 14 0	97 8 9	0 15 9
51 13 7	0 8 5	61 14	0 10 0	72 2 6	0 11 8	82 6	0 13 4	92 10 9	0 15 0
57 1 2	0 9 3	3 9	0 11 1	79 8 3	0 12 10	90 12 11	0 14 8	102 1 5	1 0 6
54 5 8	0 8 10	64 15 9	0 10 6	75 11 8	0 12 3	86 7 9	0 14 0	97 3 8	0 15 8
51 12 3	0 8 5	61 14 3	0 10 0	72 2 0	0 11 8	82 5 10	0 13 4	92 9 7	0 14 11
49 2 10	0 8 0	58 12 9	0 9 7	68 8 4	0 11 1	78 3 11	0 12 8	87 15 6	0 14 3
49 2 10	0 8 0	58 11 10	0 9 7	68 6 8	0 11 1	78 3 3	0 12 8	1 7	0 14 3
46 11 6	0 7 7	55 12 10	0 9 1	65 0 0	0 10 7	74 4 8	0 12 0	83 11 1	0 13 6
44 6 2	0 7 3	53 0 2	0 8 8	61 12 0	0 10 0	70 9 3	0 11 5	79 8 2	0 12 10
42 2 8	0 6 11	50 5 9	0 8 2	58 10 7	0 9 6	67 0 10	0 10 10	75 8 7	0 12 3
36 12 0	0 6 0	41 7 7	0 6 9	46 3 2	0 7 6	50 14 9	0 8 1	55 10 5	9 1
35 0 0	0 5 9	39 8 0	0 6 6	44 0 0	0 7 2	48 8 0	0 7 11	53 0 0	0 8 7
33 4 0	0 5 6	37 8 5	0 6 2	41 12 10	0 6 10	46 1 3	0 7 6	50 5 7	0 8 2
31 11 1	0 5 1	37 14 4	0 6 1	44 1 7	0 7 1	50 4 9	0 8 1	56 8 0	0 9 1
30 1 4	0 4 10	35 14 7	0 5 10	41 13 11	0 6 9	47 13 1	0 7 8	53 12 4	0 8 8
24 9 5	0 4 0	29 5 11	0 4 9	34 3 4	0 5 6	39 1 7	0 6 4	4 0 9	0 7 1

RATES FOR BINDING

Descriptions of Binding.	S. Royal 4to, Demy & Medium ½ & Fcap. Folio. 100 Copies.	S. Royal 4to, Demy & Medium ½ & Fcap. Folio. 1 Copy.	Demy Folio and ½ Royal. 100 Copies.	Demy Folio and ½ Royal. 1 Copy.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Class H.				
5 & 6 quires, boards, cloth or leather back, marble or printed paper, sides or full cloth, sewed flush edges,	5 15 3	0 0 11	7 4 5	0 1 2
3 & 4 ditto ditto ditto	5 10 9	0 0 11	6 14 11	0 1 1
2 ditto ditto ditto	5 6 5	0 0 10	6 9 8	0 1 0
1 quire ditto ditto ditto	5 2 1	0 0 10	6 4 5	0 1 0
½ ditto and under, ditto ditto	4 14 0	0 0 9	5 15 5	0 0 11
Class I.				
5 & 6 quires, limp covers, cloth back, marble or printed paper sides, or full cloth, stitched.	4 7 6	0 0 8	5 7 4	0 0 10
3 & 4 ditto ditto ditto	4 4 1	0 0 8	5 3 2	0 0 10
ditto ditto ditto	4 0 10	0 0 7	4 15 3	0 0 9
1 quire ditto ditto ditto	3 13 7	0 0 7	4 11 4	0 0 9
½ ditto and under, ditto ditto	3 10 6	0 0 7	4 7 7	0 0 8
Class J.				
4 quires printed or plain paper cover stitched ...	1 2 11	0 0 2	4 10	0 0 2
3 & 2 ditto ditto ditto ...	1 2 0	0 0 2	3 10	0 0 2
1 quire ditto ditto ditto ...	1 1 1	0 0 2	2 10	0 0 2
½ ditto ditto ditto ditto ...	1 0 3	0 0 2	1 11	0 0 2
¼ ditto and under, ditto ditto ...	0 15 5	0 0 2	1 0	0 0 2
When sides are pasted down, 25 per cent. over the rates to be allowed.				
Class K.				
1 quire stitched				
20 sheets „				
15 sheets „				
10 sheets „				
6 sheets „				
3 sheets & under, stitched .				
Class L.				
1½ sheet pasted				
Class M.				
Tacking at ½ the rate for stitching ... 1 quire				
20 sheets				
15 „				
10 „				
6 ...				
3 & under .				
Class N.				
Folding per 100 foldings				
Class O.				
Pasting cloth or paper per 100 pastings	0 15 0		1 0 0	

Note.—Where sewing is substituted for stitching, 25 per cent.
Where stitching is substituted for sewing, 25 per cent.
Twenty-five sheets to be reckoned as one quire.
Books of which more than one copy are bound at one

STOCK FORMS—*continued.*

Medium Folio.		Royal Folio.		S. Royal & Dble. Fcap. Folio.		Imperial Folio.		Double Demy Folio and Larger Sizes.	
100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.	100 Copies.	1 Copy.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
8 9 6	0 1 4	9 14 9	0 1 7	11 4 0	0 1 9	12 9 0	0 2 0	13 14 3	0 2 2
8 3 0	0 1 4	9 7 2	0 1 6	10 11 5	0 1 8	11 15 5	0 1 11	13 3 8	0 2 1
7 12 9	0 1 3	9 0 0	0 1 5	10 3 8	0 1 7	11 6 4	0 1 10	12 9 7	0 2 0
7 6 6	0 1 2	8 8 10	0 1 4	9 11 1	0 1 6	10 13 3	0 1 9	11 15 6	0 1 11
7 0 7	0 1 1	8 2 0	0 1 3	9 3 4	0 1 5	10 4 7	0 1 8	11 5 11	0 1 10
6 7 2	0 1 0	7 7 1	0 1 2	8 6 11	0 1 4	9 6 9	0 1 6	10 6 8	0 1 8
6 2 3	0 1 0	7 1 5	0 1 1	8 0 6	0 1 3	8 15 7	0 1 5	9 14 9	0 1 7
5 13 7	0 0 11	6 12 0	0 1 1	7 10 5	0 1 3	8 8 9	0 1 4	9 7 2	0 1 6
5 8 11	0 0 11	6 6 7	0 1 0	7 4 4	0 1 2	8 1 11	0 1 3	8 15 7	0 1 5
5 4 6	0 0 10	6 1 6	0 1 0	6 14 6	0 1 1	7 11 5	0 1 3	8 8 5	0 1 4
1 6 8	0 0 3	1 8 7	0 0 3	1 10 5	0 0 3	1 12 4	0 0 3	1 14 2	0 0 4
1 5 7	0 0 3	1 7 5	0 0 3	1 9 2	0 0 3	1 11 0	0 0 3	1 12 9	0 0 3
1 4 6	0 0 2	1 6 3	0 0 3	1 7 11	0 0 3	1 9 8	0 0 3	1 11 4	0 0 3
1 3 6	0 0 2	1 5 2	0 0 2	1 6 9	0 0 3	1 8 5	0 0 3	1 10 0	0 0 3
1 2 6	0 0 2	1 4 1	0 0 2	1 5 8	0 0 3	1 7 3	0 0 3	1 8 9	0 0 3
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over the rates of the class to be allowed.
under the rates of the class to be allowed.

time should be charged at the rate per 100 copies.

RATES FOR BINDING

Extras under Classes A

DESCRIPTION OF EXTRAS.	Fcap. 8vo. and under.	Demy to S. Royal 8vo.	S. Royal and D. Fcap. 6mo.
Per 100 *copies.*	Rs. A. P.	Rs. A. P.	Rs. A. P.
Every additional quire	0 8 0	0 10 0	0 12 0
Labels, gold lettered on side or back, including cost of gold leaf.	11 0 0	11 0 0	11 0 0
Labels, letter press, including composing and printing ...	0 7 0	0 7 0	0 7 0
Marbled edges	4 0 0	4 8 0	5 0 0
Sprinkled edges	1 8 0	1 9 0	1 10 0
Indexing	9 0 0	9 0 0	9 0 0
Fixing clasps	0 11 0	0 11 0	0 11 0
Fixing clamps	0 11 0	0 11 0	0 11 0
Pencil case per 100 cases	1 0 0	All sizes.	
Pocket case per 100 cases	2 0 0	Do.	
Leather or cloth fold per 100 folds	0 12 0	Do.	
Tacking tape per 100 tackings	0 1 0	Do.	
Fixing eyelets per 100	0 1 0	Do.	
Perforating per 1,000 perforations	0 2 0	Do.	
Numbering or paging per 100 numberings	0 0 11	Do.	

Extras under classes

DESCRIPTION OF EXTRAS.	Fcap. 8vo. and under.	Demy to S. Royal 8vo.	S. Royal and D. Fcap. 6mo.
Per 100 *copies.*	Rs. A. P.	Rs. A. P.	Rs. A. P.
Every additional quire	0 2 0	0 2 0	0 3 0
Labels, letter press, including composing and printing	0 7 0	0 7 0	0 7 0
Indexing	9 0 0	9 0 0	9 0 0
Tacking tape per 100 tackings	0 0 9	All sizes.	
Fixing eyelets per 100	0 1 0	Do.	
Perforating per 1,000 perforations	0 2 0	Do.	
Numbering or paging per 100 numberings	0 0 11	Do.	

STOCK FORMS—*concluded.*

B, C, D, E, F, & G.

Demy to S. Royal 4to.	Demy folio.	Medium folio.	Royal folio.	S. Royal and D. Fcap. folio.	Imperial folio.	D. Demy folio and larger sizes.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
0 14 0	1 0 0	1 2 0	1 4 0	1 6 0	1 8 0	1 10 0
11 0 0	11 0 0	11 0 0	11 0 0	11 0 0	11 0 0	11 0 0
0 7 0	0 7 0	0 7 0	0 7 0	0 7 0	0 7 0	0 7 0
5 8 0	6 0 0	6 8 0	7 0 0	7 8 0	8 0 0	8 8 0
1 11 0	1 12 0	1 13 0	1 14 0	1 15 0	2 0 0	2 1 0
9 0 0	9 0 0	9 0 0	9 0 0	9 0 0	9 0 0	9 0 0
0 11 0	0 11 0	0 11 0	0 11 0	0 11 0	0 11 0	0 11 0
0 11 0	0 11 0	0 11 0	0 11 0	0 11 0	0 11 0	0 11 0

H, I, J, K, M, & O.

Demy to S. Royal 4to.	Demy folio.	Medium folio.	Royal folio.	S. Royal and D. Fcap. folio.	Imperial folio.	D. Demy folio and larger sizes.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
0 3 0	0 4 0	0 4 0	0 5 0	0 5 0	0 6 0	0 6 0
0 7 0	0 7 0	0 7 0	0 7 0	0 7 0	0 7 0	0 7 0
9 0 0	9 0 0	9 0 0	9 0 0	9 0 0	9 0 0	9 0 0

WAREHOUSE WORK.

	Rs. A. P.
Cutting—per 1,000 cuttings ..	0 0 6
Pressing—per 1,000 sheets of all sizes	0 2 0

Ruling machine :—

Description of Work.	Foolscap and under.	Demy to Royal.	Double Foolscap and Super-Royal.	Imperial and upwards.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Making ready	0 4 1	0 4 9	0 5 5	0 6 1
Go-through work per 100 sides	0 0 4	0 0 4½	0 0 5	0 0 6
Ditto do. 1,000 „	0 2 8	0 3 5	0 4 1	0 4 9
Underline work, 100 „	0 0 4½	0 0 5	0 0 6	0 0 7
Ditto do. 1,000 „	0 4 1	0 4 9	0 5 5	0 6 1
Stop work per 100 „	0 0 8	0 0 9	0 0 11	0 1 0
Ditto 1,000 „	0 5 5	0 6 10	0 8 2	0 9 6

Numbers below 500 are charged at the rate per 100 copies ; 500 copies and upwards are charged at the rate per 1,000 copies.

Hand rulings are charged on time at 1 anna and 6 pies per hour.

In inner forms where little shifting of pens is required one-fourth of the above rates is charged for making ready; where shifting of pens is unnecessary the making ready charge is not made.

	Class A per 1,000.	Class B per 1,000.
	A. P.	A. P.
Envelope-making—		
Half sheets of all sizes ...	10 8	8 0
Quarter sheet and under of all sizes	8 11	7 1

Class A consists of envelopes with flaps opening in the centre.

Class B consists of common paper envelopes with flaps opening at one end.

Fractions of 1,000 are charged at the rate per 1,000, and 50 and under being reckoned as one-twentieth, and 51 to 100 as one-tenth.

Stereotyping and Electro-typing.—The charge for stereotype plates is 6 annas per ℔; and for electro-type, 12 annas per ℔. When plates are taken out of the office, an additional charge of 3 annas per ℔ is made for stereo to make up for the value of the improved metal used. An extra charge for electro is also made, according to the peculiar circumstances of each case.

APPENDIX B.

No. 3546, dated Simla, the 4th July 1888.

From—J. E. O'Conor, Esq., Assistant Secretary to the Government of India, Department of Finance and Commerce,

To—The Secretary to the Government of Bengal, Financial Department.

In reply to your letter No. 88TF, dated the 18th instant, I am directed to state that the Governor-General in Council sanctions the continuance of the grant of overtime allowances to men employed in the Bengal Secretariat and Jail Presses in accordance with the rule which is now in force. I am to add, however, that the allowances should be given only to men directly employed in printing work and not to the clerical staff.

Copy, with copy of the letter to which it is an answer, forwarded to the Accountant-General, Bengal.

No. F$\frac{A}{16}$4, dated Calcutta, the 23rd July 1888.

Memo. by—C. Cuthbertson, Esq., Officiating Under-Secretary to the Government of Bengal, Financial Department.

Copy forwarded to the Superintendent of Government Printing, Bengal, for information.

APPENDIX C.

Table showing the number of lines containing a thousand ens in any body of type, from Pica to Nonpareil, and from 10 *to* 40 *Pica ems in width.*

Pica ems in width.	NUMBER OF LINES CONTAINING ONE THOUSAND LETTERS.						
	Pica.	Small Pica.	Long Primer.	Bourgeois.	Brevier.	Minion.	Nonpareil
10	50	43	40	36	32	29	25
11	45	40	36	32	29	27	23
12	42	36	32	29	27	24	21
13	38	33	30	27	25	23	19
14	36	31	29	25	23	21	18
15	33	29	29	23	23	20	17
16	31	27	25	22	20	19	16
17	29	26	23	21	19	17	15
18	28	24	22	20	18	16	14
19	26	23	21	19	17	15	13
20	25	22	20	18	16	15	13
21	24	21	19	17	15	14	12
22	23	20	18	16	15	13	12
23	22	19	17	15	14	13	11
24	21	18	17	15	13	12	10
25	20	17	16	14	13	12	10
26	19	17	15	14	12	11	10
27	19	16	15	13	12	11	9
28	18	15	14	12	12	11	9
29	17	15	14	12	11	10	9
30	17	14	13	12	11	10	8
31	16	14	13	11	10	10	8
32	16	14	12	11	10	9	8
33	15	13	12	11	10	9	8
34	15	13	12	10	9	9	7
35	14	12	11	10	9	8	7
36	14	12	11	10	9	8	7
37	14	12	11	10	9	8	7
38	13	11	10	9	9	8	7
39	13	11	10	9	8	8	6
40	12	11	10	9	8	7	6

No. 1.

OFFICE OF SUPDT., GOVT. PRINTING, BENGAL.

______________ *Department.*

From

____

____

Date ______________ }
Recd. ______________ } *No.*

File No. ______________

Regr. No. ______________

Bundle No. ______________

188 .

SUBJECT.

Particulars.

No. 2.

Diary of Letters received.

Letter No.	Date.	From	Date of receipt.	SUBJECT.	Date of disposal.	File No.	Serial No.

No. 3.

Petty Cash Payments.

No.____ *The*__________188 .

Cooly-hire for__________

Total ...

No.______ *The*________________188

Please pay cooly-hire for________________

TOTAL ...

Superintendent.

No. 4.

Register of Bills Passed for Payments.

Date of bill.	From whom.	Particulars.	Bengal Secretariat Press.									Presidency Jail Press.									Date of passing of bill.
			Contingencies.			Materials.			Establishment.			Contingencies.			Materials.			Establishment.			
			Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

No. 5.

Register of Plant received.

Date.	From whom received.	Description of plant.	Quantity.	Rate.	Amount.	Posted in stock book folio.
					Rs. A. P.	

No. 6.

(ABSTRACT, PLANT ACCOUNT).

Description of Material ______________.

Date of receipt.	Name of supplier.	Quantity.	Rate.	Amount.			TRANSFERRED.				TOTAL.				Depreciation.			Amount.		
							Quantity.	Amount.			Quantity.	Amount.								
				Rs.	A.	P.		Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.

No. 7.

Register of sales of unserviceable plant.

Date.	Description of article.	Quantity.	Proceeds of sale.	REMARKS.

No. 8.

Day Book of Paper and other Stationery Articles received.

Serial No.	Date of supply.		Description of articles.	Weight in lbs.	Quantity.			Number.	Particulars of Indent.	No. and date of Receipt.	L. Folio.	REMARKS.
					Rms.	Qrs.	S.					

No. 9.

Dr. ______________________________________ Cr.

Date.	From whom received.	Serial number of receipt day-book.	Quantity.			Rate.	Amount.			Total.		
			Reams	Q.	S.		Rs.	A.	P.	Rs.	A.	P.

Date.	To whom issued.	Abstract Book folio.	D. L. folio.	Quantity.			Total.			Amount.		
				Reams	Q.	S.	Reams	Q.	S.	Rs.	A.	P.

No. 9A.

Dr. —————— *Cr.*

Date.	From whom received.	Number.	Date.	Number issued to		Total.	D. R. Folio.	Remarks.
				Office.	Press.			

No. 10.

Day Book of Paper issued to the Press.

____________________ DEPARTMENT.

Date.	Register number.	Number of pages.	Docket.	Number of copies.	Size.	P. D. Foolscap, 24lb.	C. W. D. Foolscap.	P. D. Royal.	P. Single Royal.	P. Super Royal.	P. Single Demy.	Green colour.	Blue colour.							

No. 10A.

DIARY BOOK OF PAPER ISSUED TO THE SECRETARIAT DEPARTMENT.

Indent.		Name of Indenting Officer.	Cream Wove Single Foolscap.	Printing Royal.	Cartridge Royal Brown.	Cartridge Royal White.	Chit.	M. M. Blue Foolscap.	M. M. Medium.	Blotting paper.	C. W. D. Foolscap.	Printing Double Foolscap, 24lbs.	Printing Double Foolscap, 16lbs.	Printing Super Royal.	Printing Demy.	Bank Post folio.	Cloured paper.	Marble paper.	Tissu paper.		
No.	Date.																				

No. 11.

Statement of work done by Piece-hands in Section No. , during the week ending

Register No.	Measure in Pica ems.	Description of type.	Number of pages.	Rate.			Value.			Total.			Remarks.
				Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

No. 12.

Pressman's bill register.

Date.	Register No.	Size of Form.	Class.	No. of impressions.	Amount.	Worked by—			Amount earned.
						Name.	No.	Designation.	

No. 13.

*Name*____________________

General Bill No.	Amount.			Total.			General Bill No.	Amount.			Total.		
	Rs.	A.	P.	Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.

No. 14.

The Secretary of State for India______________________________Dr.

***PAY ABSTRACT** of the Establishment of the **PRINTING DEPARTMENT** attached to the Bengal Secretariat for the month of   , as per Orders of the Government of India, Financial Department,* No. 3271, *dated* 8*th October* 1867, *No.* 2989, *dated* 28*th May* 1868, *and No.* 2892, *dated* 12*th October* 1868; *and Bengal Orders No.* 2378, *dated* 21*st August* 1873, *and No.* 535, *dated* 24*th March* 1874.

Office No.	NAME.	Salary.	Number of days present.	Amount.	Overtime.					Total of salary and overtime.	Fines.	Total income.	Income-tax.	Net amount payable.	RECEIPT.
					Total number of Mornings.	Total number of Nights.	Total number of Sundays.	Total in days.	Amount.						
		Rs.		Rs. A. P.					Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	

No. 15. *Attendance Roll for the Month of* 188 .

Office No.	Name.	Salary.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Number of days present.	Amount.	Overtime.					Total of salary and overtime.	Fines.	Net amount payable.
																																					Total No. of Mornings.	Total No. of Nights.	Total No. of Sundays.	Total in days.	Amount.			
		Rs.																																		Rs. A. P.					Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
			M D N																																									
			M D N																																									
			M D N																																									
			M D N																																									
			M D N																																									
			M D N																																									

No. 16.

No.

FROM

THE SUPDT. OF GOVT. PRINTING, BENGAL,

TO

THE

Calcutta, the 188

SIR,

AGREEABLY to Government order contained in Financial Department letter No. 1603, dated the 10th June 1879, I have the honour to inform you that the cost of printing done for the in the Bengal Secretariat and Presidency Jail Presses during is Rs. , as shown below. This amount does not include value of paper. The corresponding figures for last year are also shown in juxtaposition.

For the month of

BENGAL SECRETARIAT PRESS.		PRESIDENCY JAIL PRESS.			
rdinary office work correspondence K. Ws., and the like.	Ann	rdinary office work correspondence K. Ws., and the like.	nual re		Figur corr mon year.
Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P

For details of Reports see overleaf.

I have the honour to be,

SIR,

Your most obedient servant,

Superintendent.

No. 17.

OFFICE OF SUPERINTENDENT, GOVERNMENT PRINTING, BENGAL.

ABSTRACT REGISTER OF PRINTING CHARGES.

_______________ *Department.* | _______________ *Department.*

Date.	Register No.	Number of copies.	Amount.			REMARKS.	Date.	Register No.	Number of copies.	Amount.			REMARKS.
			Rs.	A.	P.					Rs.	A.	P.	

No. 18.

Application for Leave by Press employés.

Name of Applicant.	Nature of leave.	Period of leave.	Why required.	Leave and absence during past and present year (to be certified by the Roll-keeper).	Remarks by the head of the section.	Order.

No. 19

Leave Register.

NAME.	JANUARY.			FEBRUARY.			MARCH.			APRIL.			MAY.			JUNE.			JULY.			AUGUST.			SEPTEMBER.			OCTOBER.			NOVEMBER.			DECEMBER.		
	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.	Casual.	Medical leave.	Leave without pay.

No. 20.

Register of publications received in the Press.

Date.	From whom received.	Name of publication.	Number of copies.	Head Assistant's initials.	Order for distribution asked for on	Order for distribution received on	Date of final distribution.	Posted in ledger folio.	REMARKS.

No. 21.

Receipts.		Disbursements.					Price Postage
				Number of copies.			
					Sold.		
Date of receipt.	Number of copies.	Date of issue.	Voucher number.	Distributed gratis.	Credit.	Cash.	Remarks.

No. 22.

CALCUTTA GAZETTE.

Distribution and Stock Account.

1	2	3	4	5	6	7	8	9	10	11	12
Serial Number of Gazette.	Month and date.	TOWN.		MOFUSSIL.		EUROPE.		Number of copies printed.	Total disposed of.	Balance.	REMARKS.
		Officers.	Subscribers.	Officers.	Subscribers.	Secretary of State.	Subscribers.				

No. 23.

GAZETTE 18 . (STOCK ACCOUNT) GAZETTE 18 .

Serial number.	Pigeon-hole number.	Date of Gazette.	Balance of copies received.	Monthly total.	Progressive total.	Remarks.
				Carried over		

Date of issue.	Voucher number.	Date of Gazette.	Number of copies.				Monthly total.	Progressive total.	Remarks.
			Sold.		Back numbers to Subscribers.	Free.			
			Credit.	Cash.					

No. 25.

PUBLISHING DEPARTMENT.

Dr		Cr.	
To Establishment		By proceeds from the sale of Gazettes, Civil List, and other miscellaneous publications.	
„ Contingencies			
„ Postage			
„ Proportion of house-rent			
„ Difference			
Total Rs. ...		Total Rs. ...	

No. 26.

READERS' DAILY REPORT BOOK.

188 .

Name of work.	What reading.	Quantity.			Initial of Section-holder.	Remarks, if any.
		Galleys.	Dockets.	Pages.		

Superintendent.

No. 27.

Number of pages to be done by Readers per extra.

Type.	Folio.	4to.	8vo.	12mo.	16mo.	Remarks.
Pica	16	22	24	32	40	These are for close plain matter only. Tabular and form matter, as also Civil List, Proceedings, and the reading of additions in Authors' proofs should, as far as possible, be read in office during the day, or when required to be done overtime or taken outside, should be submitted to the Head Reader for allotment.
Small Pica	12	16	20	24	32	
Long Primer	11	14	18	20	24	
Bourgeois	10	12	14	16	20	Extraordinary sizes, larger or smaller than these, will be calculated at the size nearest to which they come. Thus a broadside of double foolscap will be taken as 4 pages of folio. Matter set up in half margin will count as half pages of folio.
Brevier	8	11	13	14	16	
Minion	6	9	10	11	14	
Nonpareil	4	6	8	9	10	

No. 28.

Register of Works received and despatched.

Date of Receipt.		Serial No.	Department.	Description of Work.	No. of copies required.	How disposed of.	Particulars of despatch.	When charged.	Remarks.
Date.	Hour.								

No. 29.

General Entry Book.

Field	Group
Press Register No.	
Date.	WHEN RECEIVED IN PRESS.
Hour.	
Department.	
Description of work.	
Date.	WHEN MADE OVER TO PIECE SECTION.
Hour.	
Number of pages.	
Date.	SENT FOR APPROVAL.
Hour.	
Date.	RETURNED AFTER APPROVAL.
Hour.	
Morning.	HOURS TAKEN TO CORRECT OR ALTER THE AUTHOR'S PROOF.
Day.	
Night.	
No. of copies printed.	DESPATCHED.
Date.	
Hour.	
No. of copies.	SPARE COPIES.
Date.	
Hour.	
REMARKS.	

No. 30.

Register No.	Made over to Piece Section.		Initials of Section holder.	Returned from piece Section.	
	Date.	Hour.		Date.	Hour.

No. 31.

Register No.	When received in Piece Section.		Returned to Overseer.		Overseer's initials.
	Date.	Hour.	Date.	Hour.	

No. 32.

BENGAL SECRETARIAT PRESS.

SECTION No._____

__________________________*in charge.*

Title______________________________

Details of distribution of work.

Date.	Register No.	Folio of copy.	No. of com-positors.	Name of compositors.	Measure of page.	Description of type.	No. of lines.	REMARKS.

No. 33.

SECTION—

Required for { this night / to-morrow morning } the 188 .

—— junior readers for full/half extra.

—— senior readers for full/half extra.

—— revisers for full/half extra.

STATEMENT I.

Approximate quantity of proofs in hand at 2-50 P.M. *to-day.*

Name of work.	Number of pages.	Nature of work.*	Reason for overtime.†

* In this column should be entered the description of work required to be done, *e.g.*, first reading, second reading, press reading, reading and revision, revision.
† In this column should be stated whether the work is urgent or in arrear.

STATEMENT II.

Approximate quantity of proofs estimated to be ready between 2-50 P.M. *and* P.M. *to-day.*

Name of work.	Number of pages.	Nature of work.*	Reason for overtime.†

* In this column should be entered the description of work required to be done, *e.g.*, first reading, second reading, press reading, reading and revision, revision.
† In this column should be stated whether the work is urgent or in arrear.

REMARKS.

Judging from the work in hand, the reading is likely to be heavy/slack to-morrow.

Section-holder. *Overseer.*

To SUPERINTENDENT.

No. 34.

Binding Order Form.

Name of work.	For whom required.	Number of copies to be bound.	Description of binding.	When bound copies are required.

No. 35.

BENGAL SECRETARIAT, PRINTING DEPT.

WRITERS' BUILDINGS, CALCUTTA.

Progress Statement for the week ending ______________.

Date of receipt.	Register No.	Descrip- tion.	Number of pages.	PROGRESS.			REMARKS.
				Work not put in hand.	Work with Composi- tor.	Proofs sent out.	

No. 36.

Distributors' Day Book.

Date.	Name of Distributor.	No. of pages.	Description of type.	Extra, if any.	REMARKS.

No. 37.

*Name*____________________________________

Date.	Amount.			Total.			Date.	Amount.			Total.		
	Rs.	A.	P.	Rs.	A.	P.		Rs.	A.	P.	Rs.	A.	P.

No. 38.

Memo. of Distributors engaged on time-work.

Date.	No.	Name of Distributor.	Salary	No. of hours for which engaged.	Details of work done.	Net amount payable.			Overseer's signature.	Superintendent's signature.
						Rs.	A.	P.		

No. 39.

Bindery Register Book.

Binding Order.		From whom received.	Department.	Description of works.	No. of books or copies.	Size.	Nature of Binding.	No. of pages.	Date of despatch.	Duftry's labour.			Cost of material.			Total.			Challan No.
No.	Date.									Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	

No 40.

Binder's Order Book.

Register number.	Description of binding.	Number of copies to be bound.	REMARKS.

No. 41.

Perforating Machine Men's Bill Book.

____________________Name.

Date.	Register number.	Number of impressions.	Rate.	Amount.			REMARKS.
				Rs.	A.	P.	

No. 42.

Numbering Machine Men's Bill Book.

____________________Name.

Date.	Register number.	Number of impressions.	Rate.	Amount.			REMARKS.
				Rs.	A.	P.	

No. 43.

Envelope Maker's Bill Book.

____________________ Name.

Date.	Register No.	Size.	Class.	Number.	Rate.	Amount.			REMARKS.
						Rs.	A.	P.	

No 44.

Ruling Machine Men's Bill Book.

Date.	Register number.	Size of form.	Class.	Number of impressions.	Amount.			WORKED BY—			Amount earned.			REMARKS.
								Name.	Number.	Designation.				
					Rs.	A.	P.				Rs.	A.	P.	

No. 45.

Bindery Work Voucher.

Date.	Register number.	Name of binder.	Class of binding.	Number of copies.	Rate.	Amount.			REMARKS.
						Rs.	A.	P.	

No. 46.

Bindery Bill Book.

______________________ Name.

Date.	Register Number.	Amount.			Total.	REMARKS.
		Rs.	A.	P.		

No. 18.

Requisition No.

BENGAL SECRETARIAT.

PRINTING DEPARTMENT.

*Dated*________________188 .

To

____

Description of articles.	QUANTITY.				REMARKS.
	No.	Mds.	Srs.	Chs.	

Superintendent.

Requisition No.

BENGAL SECRETARIAT.

PRINTING DEPARTMENT.

*Dated*________________188 .

____

PLEASE supply the undermentioned articles to the
at your earliest convenience :—

Description of articles.	QUANTITY.				REMARKS.
	No.	Mds.	Srs.	Chs.	

Superintendent.

No. 28.

No.______

BENGAL SECRETARIAT PRESS.

*Dated*______________188 .

Received from
the undermentioned items :—

No.______

BENGAL SECRETARIAT PRESS.

*Dated*______________188 .

Received from
the undermentioned items :—

No. 38.

INDENT FOR MISCELLANEOUS STORES.

Date.	Description of articles.	Quantity.	No.
	Firewood		
	Castor-oil		
	Cocoanut-oil...		
	Mustard-oil		
	Kerosine-oil		
	Gools		
	Sujjeemutty...		
	Teak planks, 6″...¾″		
	Flour		
	Plough knives		
	Dacca twist		
	Cotton thread		
	English twine		
	Country ,, ...		
	Ball thread		
	Files		
	Treacle		
	China glue		
	Black ink, No. 1		
	Ditto ,, 2		
	Red ink ,, 2		
	Ditto ,, 5		
	Blue ink ,, 2		
	Ditto ,, 5		
	Blue vitriol		
	Press spring, Royal		
	Ditto, Super Royal ...		
	White shirting		
	Linen thread		
	Jute rope		

*Indenting Officer*_

Received

Indenting Officer.

No. 48.

Store-keeper's monthly statement.

______________1888.

No.	Articles.	Balance at beginning of month.	Receipts during the month.	Total.	Issued during the month.	Balance.

No. 1 T—C.

TYPE STORE DEPARTMENT.

REQUISITION FOR DISTRIBUTORS.

*No.*____________*Dated*________________________

Required_ _Distributors.

Store-keeper.

Sent :—

Names Rate of pay.

Head Distributor.

Number of hours engaged ____________

Store-keeper.

No. 2 T—C.

TYPE STORE DEPARTMENT.

REQUISITION FOR TYPE.

No. ______ *Dated* ______

Number of Fount in Specimen Book.	NAME OF FOUNT.	Letter.	Weight.

______ *Section-holder.*

______ *Superintendent.*

______ *Foreman*

No. 2 T—C.

TYPE STORE DEPARTMENT.

REQUISITION FOR TYPE.

No. ______ *Dated* ______

Number of Fount in Specimen Book.	NAME OF FOUNT.	Letter.	Weight.

______ *Section-holder.*

______ *Superintendent.*

______ *Foreman.*

No. 3 T—C.

TYPE STORE DEPARTMENT.

*Indent No.*_____, *dated*________

*for*________________________

Letter.	Quantity.	Letter.	Quantity.
A		H	
B		I	
C		J	
D		K	
E		L	
F		M	
G		N	
H		O	
I		P	
J		Q	
K		R	
L		S	
M		T	
N		U	
O		V	
P		W	
Q		X	
R		Y	
S		Z	
T		a	
U		b	
V		c	
W		d	
X		e	
Y		f	
Z		g	
A		h	
B		i	
C		j	
D		k	
E		l	
F		m	
G		n	

No. 3 T—C.

TYPE STORE DEPARTMENT.

*Indent No.*_____, *dated*________

*for*________________________

Letter.	Quantity.	Letter.	Quantit
A		H	
B		I	
C		J	
D		K	
E		L	
F		M	
G		N	
H		O	
I		P	
J		Q	
K		R	
L		S	
M		T	
N		U	
O		V	
P		W	
Q		X	
R		Y	
S		Z	
T		a	
U		b	
V		c	
W		d	
X		e	
Y		f	
Z		g	
A		h	
B		i	
C		j	
D		k	
E		l	
F		m	
G		n	

Letter.	Quantity.	Letter.	Quantity.
o		¼	
p		½	
q		⅓	
r		⅙	
s		⅛	
t		⅜	
u		¾	
v		⅝	
w		⅚	
x		⅞	
y		@	
z		lb.	
fi		£	
ff		$	
fl		℞	
æ		*	
œ		†	
&		‡	
.		§	
,		‖	
-		¶	
:		———	
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?		-	
!		☞	
'		⌒	
...		⏟	
(		⌐	
[		⏞	
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

Letter.	Quantity.	Letter.	Quantity.
		¼	
p		½	
q		⅓	
r		⅙	
s		⅛	
t		⅜	
u		¾	
v		⅝	
w		⅚	
x		⅞	
y		@	
z		lb	
fi		£	
ff		$	
fl		℞	
æ		*	
œ		†	
&		‡	
		☞	

No. 4 T—C.

TYPE CASTING DEPARTMENT.

MEMO. OF TYPE SENT TO STORE.

No. ______ *Date* ______

No. and date of store indent.	No. of Fount in Specimen Book.	Name of Fount.	Letter.	Weight.

______

In charge, Casting Department.

No. 4 T—C.

TYPE CASTING DEPARTMENT.

CHALAN FOR TYPE SENT TO STORE.

No. ______ *Date* ______

No. and date of store indent.	No. of Fount in Specimen Book.	Name of Fount.	Letter.	Weight.

______

In charge, Casting Department.

No. 4 T—C.

TYPE STORE DEPARTMENT.

RECEIPT FOR TYPE RECEIVED FROM CASTING DEPARTMENT.

No. ______ *Date* ______

No. and date of store indent.	No. of Fount in Specimen Book.	Name of Fount.	Letter.	Weight.

______

Store-keeper.

No. 5 T—C.

TYPE STORE DEPARTMENT.

Register of Receipts of Type.

Date.	Received from	Chalan.		Indent.		No. of Fount in Specimen Book.	Name of Fount.	Letter.	Weight.	Remarks.
		No.	Date.	No.	Date.					

No. 6 T—C.

TYPE STORE DEPARTMENT.

MEMO. OF TYPE ISSUED.

No.——— *Date*———

Requisition.		No. of Fount in Specimen Book.	Name of Fount.	Weight.
No.	Date.			

No. 6 T—C.

TYPE STORE DEPARTMENT.

RECEIPT FOR TYPE ISSUED.

No.——— *Date*———

Requisition.		No. of Fount in Specimen Book.	Name of Fount.	Weight.
No.	Date.			

No. 7 T—C.

TYPE STORE DEPARTMENT.

STORE LEDGER.

No. of Fount— *Name of Fount—*

Receipts.						Issues.					
Date.	Chalan No.	Letter.	Weight.	Rate per lb.	Value.	Date.	Receipt No.	Letter.	Weight.	Rate per lb.	Value.

No. 8 T—C.

TYPE STORE DEPARTMENT.

INDENT FOR TYPE METAL.

*No.*______*Date*____________

Required for Type Store Indent.		No. 1 Quality.	No. 2 Quality.	Total.
No.	Date.	Weight.	Weight.	Weight.

____

In charge,

Casting Department.

No. 8 T—C.

TYPE STORE DEPARTMENT.

INDENT FOR TYPE METAL.

*No.*______*Date*____________

Required for Type Store Indent.		No. 1 Quality.	No. 2 Quality.	Total.
No.	Date.	Weight.	Weight.	Weight.

____

In charge,

Casting Department.

No. 8A T—C.

TYPE STORE DEPARTMENT.

BILL FOR TYPE SUPPLIED TO

*No.*________ *Date*________

Receipt.		Quantity supplied.	Rate per pound.	Amount.		
No.	Date.			Rs.	A.	P.

Storekeeper.

Countersigned.

__________*Accountant.*

____________*Supdt.*

No. 9.

TYPE STORE DEPARTMENT.

Register of Old Type received into Type Store for melting down.

Date.	No. of Fount in Specimen Book.	Name of Fount.	Weight.	Rate per pound.	Value.	Store-keeper's signature.	Superintendent's signature.

No. 10 T—C.

TYPE-CASTING DEPARTMENT.

Register of Indents.

Number of Indent.	Date of receipt.	Number of fount in Specimen Book.	Description of type.	Letter.	Weight.	Date of despatch.	Number of chalan.

No. 11 T—C.

TYPE FOUNDRY WORK VOUCHER.

*No.*__________*Date*__________

Type Store Indent No.	No. of fount in Specimen Book.	Name of Fount.	Letter.	Names of workmen.	Weight of type.	Number of letters.	'Rate per 1,000 letters.	Amount.			Challan No.
								Rs.	A.	P.	

No. 12 T—C.

TYPE FOUNDRY BILL BOOK.

Voucher.		Type Indent No.	Workmen's																		Total Amount.		
No.	Date.		Office No. Name			Office No. Name			Office No. Name			Office No. Name			Office No. Name			Office No. Name					
			Amount.			Amount.			Amount.			Amount.			Amount.			Amount.					
			Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.

JAIL PRESS FORMS.

No. 1.

New Admissions.

1	2	3	4	5	6	7	8
Serial number.	Prison Register number.	Name.	Ignorant or Educated and Vernacular.	Unexpired portion of sentence.	Health on admission.	Department and charge number.	REMARKS.

No. 2.

PRESIDENCY

Labour Distribution List, dated 188

Department.	Charge Nos.	Convict warders.	Convict overseers.	Paharawallahs.	Compositors.		Other literary work.		Mechanical work.		Total.		SIGNATURE.
					A	B	A	B	A	B	A	B	
1. Store godowns ...													
2. Overseer													
3. Sample and rack keeper	1												
4. Type case racks ...													
5. Standing forms ...	2												
6. A Class composing	3												
7. Ditto	4, 5												
8. Hand-press	6, 7												
9. Ditto	8, 9												
10. Machines	10, 11												
11. Warehouse	12, 13												
12. Envelope dept. ...	14, 15, 16												
13. Despatch	17, 18												
14. Deputy Superintendent													
15. Paper-issue room ...	19												
16. Roller and glue room	20												
17. Workshops													
18. B Class book-binding	21, 22												
19. Ditto ...	23, 24												
20. Binding machines ...	25, 26												
21. Printing ditto ...	27, 28												
22. Hand-press	29, 30												
23. Ditto	31, 32												
24. Composing	33, 34												
25. Passage	35												
26. Board and water carrying	36												
27. Sweeping ...													
28. Cells	37, 38												
Total ...													

Dy. Supdt.

JAIL PRESS.

Tools Issued.

	Crowbars.	Scissors, large.	Scissors, small.	Syringes.	Composing-sticks.	Hand-bellows.	Bodkins.	Perforators.	Needles, large.	Needles, small.	Hammers.	Hand-saws.	Chisels.	Leather-parers.	Locks with keys.	Auger.	Screw-drivers.	Wrenches.	Paper-folders.	Knocking-down irons.	Hammers, small.	Stabbing-machines with keys.	Pliers.	China-cups.	Knives.	Iron-rollers.	Compasses.	Callipars.	Tenon-saws.	Planes with irons.	Braces.	Bits.	Drills.	Blacksmith's tongs.	Punches.	Iron punch holders.	Squares.	Files.	Machines key.
1	3																																						
			1																																				
			1																																				
					2	1																																	
2				2									1																										
3			2		14		11						2																										
4			1		18		7						1																										
5					13		10																																
6			1										1					1																					
7			2										1				1	1																					
8			1										1				1																						
9			2										1					1																					
10			1				1						2				2	4												1					3				1
11			2				1						2	1			2	1																					1
12			4															6									1												
13																																							
14			3							6									10					8															
15			7				2		2	11	2				2				18																				
16		1	5				2		2	12	2				2				10																				
17		5	2					1																															
18																																							
19		6	6								1		2	6	4										2														
20		1																							3														
		9	1								3	6	58			4	9				1		2			2	3	1	3	7	2	2	9	6	2	1	3	13	
21			11				5		4	10	5	1	2		5				6	2	1					10													
22			10				5		5	11	4	1	2		4			3	4	2	1	1				10													
23			5				5		4	8	5	1	2		5			1	10	2	1	1				8													
24			7				5		4	6	2	1	1		2				4	2		1				4													
25			10				2		4	8	2		1		2		1		6						1														1
26			10				3		4	8	1	1	1		1		8	6	3				1																
27			4				2						2				5	9																					2
28																																							
29			1										1				1																						
30			1										1																										
31			1										1				1																						
32			2										1					1																					
33			2		12		8					2	2								1																		
34			2		12		8																																
35																																							
36																																							
37			7							14									8																				
38			7							14									8																				
...																																							

No. 3.

LABOUR INDENT FOR ______ 188

Description.	A		B		Remarks.
	Number present.	Number required.	Number required.	Number present.	
Convict warder ...					
Convict overseers ...					
Educated					
Uneducated					
Mechanical					
Total ...					

Deputy Superintendent.

No. 4.

***Statement showing the daily average number of prisoners at work in the Presidency Jail Press, during the quarter ending* 1888.**

Month.	Compositors.	Other literary work.	Mechanical work.	Convict overseers.	Convict warders.	Total.	REMARKS.
Daily average ...							
Daily average ...							
Daily average ...							
Total ...							
Daily average ...							

No. 5.

Account showing expenditure of the Presidency Jail Press and the value of work done during the quarter ending 188 .

PART A.

DEBIT.	Rs.	CREDIT.	Rs.
Working expenses		Value of work done during the month of ...	
Value of plant and machinery purchased		Ditto of ...	
Repairs and buildings ...		Ditto of ...	
Establishment		Value of plant and machinery at end of quarter ...	
Book-debit charges ...			
Value of plant and machinery at beginning of quarter			
Total debits ...			
Balance, being net profits of the Press		Sale proceeds of articles rendered unserviceable—*vide* column 6 of Part C	
TOTAL		TOTAL	

PART B.

Average number of Prisoners employed on Press Work.

	Month of	Month of	Month of
Convict warders			
Do. overseers			
Readers			
Compositors			
Other literary work			
Mechanical work			
Total			

PART C.

Stock Account of Plant, Machinery and Material of the Press.

1			2			3			4			5			6		
Value of plant and machinery at beginning of quarter.			Deduction.*			Balance (column 1—column 2).			Plant and machinery purchased during the quarter.			Total value of plant and machinery at hand at the end of the quarter (column 3 + column 4).			Sale proceeds of articles rendered unserviceable, *vide* column 2.		
Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.

* For annual deduction of 10 per cent Rs.

„ value of articles rendered unserviceable

Supdt. of Govt. Printing, Bengal.

No 6

Press Register No

No. of books reqd

Description of binding

Date.	Group No.	No. of books.	Value.	Group No.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.	No. of books.	Value.

No. 7.

________DIVISION.

Statement showing the number of hours earned by the following groups during week ending________________188

Groups.	Register number.	Number of hours.	Register number.	Number of hours.	Register number.	Number of hours.	Register number.	Number of hours.	Register number.	Number of hours.	Register number.	Number of hours.	Register number.	Number of hours.	Total.

No. 8.

No.

WORK STATEMENT

FOR

CONVICT OFFICER ______________ 'S CHARGE.

SECTION-

Explanation of allowances.

Convict Officers.—Under this head is included the time of the Convict Warders, Convict Overseers, and Night Watchmen who are acting as Convict Overseers.

Light work men.—When a man employed on a hand-press is passed for light work, he is put to take off paper, and the press is allowed three hours daily on his account. Men passed for light work in all other departments are placed on half task, unless there is any special order of the Medical Officer.

Sickness.—This includes the time of men who have been included in the count of the day, but who have after it gone to hospital.

Men learning.—Time is allowed to learn work according to the following scale :—

Composing	12 months.	Card-cutting machine	1 month.
Stereo	6 ,,	Cutting ,,	3 months.
Machine	3 ,,	Backing ,,	1 month.
Hand-press	3 ,,	Nipping machine	1
Half binding	6 ,,	Numbering machine	1
Preparing leather	1 month.	Rounding ,,	1
,, fly-leaves	1 ,,	Env.-cutting ,,	1
Limp binding	1 ,,	Rolling ,,	1 week.
Sewing machine	3 months.	Envelope-making	1
Stitching ,,	3 ,,	Despatch	1

Pressmen and machinemen.—As the time of a press or machine is credited at nine hours per day, which is the time of one man only, an allowance is necessary, as each press or machine may require from three to five men.

Repairs to machinery.—The actual time any machine is stopped is allowed.

Non-productive.—Under this head are included all men, not convict officers, who are not on task work; they are mostly mistrees, sweepers, faltoos, etc.

Other stoppages.—All stoppages which do not come under the preceding heads.

1	2	3	4									5	6	7		8
Date.	Name and Prisoner's register number.	Number of hours present during the period.	Allowances.									Value of work done.	Total of allowances and earnings.	Difference between columns 3 and 6.		Convict officer's reports.
			Convict officers.	Light work.	Sickness.	Men learning.	Press and machine.	Repairs to machinery.	Non-productive.	Other stoppages.	Total.			Less.	More.	

No. 9.

THE following are the results of the working of the press during the days from to

	Total number of hours.	Daily average.	Daily average of previous year. H. M.
1. Number of hours due for days at 9 hours per day ...			6,378 39
2. Allowed as under—			
For convict officers ...			362 53
light work men ...			321 34
sickness ...			131 38
men learning ...			566 29
pressmen and machine-men ...			1,381 59
repairs to machinery ...			7 10
non-productive ...			1,153 36
other stoppages ...			199 5
Total ...			4,124 24
3. Difference between 1 and 2 ...			2,254 15
4. Total number of hours earned on task-work, as per detail below ...			2,112 2
Difference between 3 and 4 ...			—142 13

DETAIL.

Department.	Total number of hours.	Daily average.	Daily average of previous year. H. M.	Value of work despatched during the period. Rs.
Composition			292 34	
Stereo			59 17	
Machine			75 46	
Hand-press			335 9	
Binding			1,062 28	
Despatch			286 48	
Total			2,112 2	

EXPLANATION OF ALLOWANCES.

Convict officers.—Under this head is included the time of the Convict Warders, Convict Overseers, and Night Watchmen who are acting as Convict Overseers.

Light work men.—When a man employed on a hand-press is passed for light work, he is put to take off paper, and the press is allowed three hours daily on his account. Men passed for light work in all other departments are placed on half task, unless there is any special order of the Medical Officer.

Sickness.—This includes the time of men who have been included in the count of the day, but who have after it gone to hospital.

Men learning.—Time is allowed to men to learn work according to the following scale:—

Composing	...	12	months.
Stereo	...	6	
Machine	...	3	
Hand-press	...	3	
Half binding	...	6	
Preparing leather	...		month.
,, fly-leaves			
Limp binding	...		
Sewing machine	...		months.
Stitching ,,	...		,,
Card-cutting machine			month.
Cutting machine	...	3	months.
Backing		1	month.
Nipping		1	
Numbering		1	
Rounding		1	
Env.-cutting		1	
Rolling		1	week.
Envelope-making		1	
Despatch		1	

Pressmen and machinemen.—As the time of a press or machine is credited at nine hours per day, which is the time of one man only, an allowance is necessary, as each press or machine may require from three to five men.

Repairs to machinery.—The actual time any machine is stopped is allowed.

Non-productive.—Under this head are included all men, not convict officers, who are not on task work; they are mostly mistrees, sweepers, faltoos, etc.

Other stoppages.—All stoppages which do not come under the preceding heads.

No. 10.

THE following are the results of the working of the Press during the days from to

	Total number of hours.	Daily average.	Daily average of previous year.	
			H.	M.
1. Number of hours due for days at 9 hours per day ...			6,378	39
2. Allowed as under—				
For convict officers ..			362	53
light work men ..			321	34
sickness ..			131	38
men learning ..			566	29
pressmen and machine-men			1,381	59
repairs to machinery ..			7	10
non-productive ..			1,153	36
other stoppages ..			199	5
Total .			4,124	24
3. Difference between 1 and 2 ...			2,254	15
4. Total number of hours earned on task-work, as per detail below			2,112	2
Difference between 3 and 4			-142	13

DETAIL.

DEPARTMENT.	Total number of hours.	Daily average.	Daily average of previous year.		Value of Work despatched during the period.		
			H.	m.	Rs.	A.	P.
Composition			292	34			
Stereo			59	17			
Machine			75	46			
Hand-press			335	9			
Binding			1,062	28			
Despatch			286	48			
Total ...			2,112	2			

The average sentences of the prisoners admitted to the Press were—

			Months.	Days.
during	18	...		
„	18	...		

The number of men admitted in indifferent or bad health during 18 , was out of a total of admissions.

Number of men admitted to the Press coming under the benefits of the Mark Rules :—

18 ... ...
18 ... ...

The total number of men employed in the Press coming under the benefits of the Mark Rules, excluding convict warders and overseers, on the 18 , was ; of these were in the A class and in the B class.

The quantity of form work remaining to be taken in hand on the 18 , was—

Forms.	Books.	Envelopes.

These were distributed as follows—

	Forms.	Books.	Envelopes.
1st Division—(B class prisoners) ...			
2nd Division—(A class ,,) ...			
3rd Division—(paid workmen) ...			

The books and envelopes printed in the 3rd Division are transferred for binding, etc., to the 1st and 2nd Divisions.

Explanation of allowances.

Convict officers.—Under this head is included the time of the Convict Warders, Convict Overseers, and Night Watchmen who are acting as Convict-Overseers.

Light work men.—When a man employed on a hand-press is passed for light work, he is put to take off paper, and the press is allowed three hours daily on his account. Men passed for light work in all other departments are placed on half task, unless there is any special order of the Medical Officer.

Sickness.—This includes the time of men who have been included in the count of the day, but who have after it gone to hospital.

Men learning.—Time is allowed to men to learn work according to the following scale :—

Composing ...	12 months.	Card cutting machine	1 month.
Stereo ...	6	Cutting ,, ...	3 months.
Machine ...	3	Backing ,, ...	1 month.
Hand-press ...	3	Nipping ,, ...	1
Half binding ...	6	Numbering machine	1
Preparing leather ...	1 month.	Rounding ,, ...	1
,, fly-leaves ...	1	Env.-cutting ,, ...	1
Limp binding ...	1	Rolling ,, ...	1 week.
Sewing machine ...	3 months.	Envelope-making ...	1
Stitching ,, ...	3	Despatch ...	1

Pressmen and machinemen.—As the time of a press or machine is credited at nine hours per day, which is the time of one man only, an allowance is necessary, as each press or machine may require from three to five men.

Repairs to machinery.—The actual time any machine is stopped is allowed.

Non-productive.—Under this head are included all men, not convict officers, who are not on task work; they are mostly mistrees, sweepers, faltoos, etc.

Other stoppages.—All stoppages which do not come under the preceding heads.

No. 11. BUNDLE REGISTER.

Register No.	Bundle.		Date and Rack No.	Weight.	No. of copies.	Passed by.
	No. of	No. on				

No. 12.

Date of Receipt in Press.

REQUISITION ON THE PRESS.

FROM THE ASSISTANT SUPERINTENDENT OF STATIONERY,

TO THE SUPERINTENDENT OF GOVERNMENT PRINTING, BENGAL.

Please print and supply to this Office the following :—

Number of requisition.	Date.	Section.	Serial No.	DESCRIPTION.	No. of			Size and description of paper.	Binding description and other instructions.	B. O. Register No.	Jail Press Register No.	
					Copies.	Books.	Envelopes.					

Assistant Superintendent of Stationery.

No. 13.

REQUISITION ON THE PRESS.

FROM THE SUPERINTENDENT OF GOVERNMENT PRINTING, BENGAL,
TO THE DEPUTY SUPERINTENDENT, PRESIDENCY JAIL.

Please supply to this Office the following :—

Number of Requisition.	Date.	Section.	Serial No.	Description.	No. of			Size and description of paper.	Binding description and other instructions.	No. of previous Indent.	Press Register No.	
					Copies.	Books.	Envelopes.					

Superintendent, Government Printing, Bengal.

No. 14.

188 .

SUPDT. OF GOVT. PRINTING, BENGAL.

PRESIDENCY JAIL PRESS.

Printed for the Superintendent of Stationery the following:—

Indent No. **Date**

Section

Section Serial No.

Description

No. of Copies Books Envelopes

Size and description of paper

Binding description and other instructions

Date of receipt in Press

Register No. A MR SR PR

The amount debited for this work is detailed overleaf for information. The quautity of Paper and Binding Material expended has been—

PAPER.			BINDING MATERIAL.	
Description.	Quantity.		Description.	Quantity.
	R.	Q.		

Posted by

Dy. Supdt., Presy. Jail.

Received the *as detailed above.*

Asst. Supdt., Stationery.

Date..........

CHARGES.

Particulars.	Amount. Secretariat Press.	Amount. Jail Press.	Total.
Composition—			
Composing pages size class at per page ..			
Author's corrections hours ...			
Altering pages standing plate/type forms hours			
Sterio—			
Casting sterio plates weighing lbs.			
Electro—			
Casting electro plates weighing lbs. ...			
Press—			
Impressions at per 1,000 ...			
Alterations at press hours at per hour ...			
Machines—			
Impressions at per 1,000 ...			
Alterations at machine hours at per hour			
Warehouse—			
Folding and tacking ...			
Cutting sheets of cuts per sheet			
Ruling impressions at per 1,000			
Numbering impressions at. per 1,000			
Envelopes at per 1,000 ...			
Perforating sheets at per 1,000 perforations ...			
Eyeletting at per 1,000			
Mounting on cloth			
Bindery—			
Half binding, class books at per 100 ...			
Limp binding, class books at per 100 ...			
Stitching books at per 100			
Workshops—			
Particulars:			
Grand Total			

Checked

No. 15. 188 .

SUPDT. OF GOVT. PRINTING, BENGAL,

PRESIDENCY JAIL PRESS.

for the Superintendent of Government Printing, Bengal, the following :—

Indent No. **Date**
Section
Section Serial No.
Description

No. of Copies Books Envelopes

Size and description of paper
Binding description and other instructions

Date of receipt in Press

Register No. B MR SR PR

The amount debited for this work is detailed overleaf for information. The quantity of Paper and Binding Material expended has been—

PAPER.				BINDING MATERIAL.	
Description.	Quantity.			Description.	Quantity.
	R.	Q.	S.		

Posted by

Dy. Supdt., Presy. Jail

Received the as detailed above.

Supdt., Govt. Printing. Bengal.

Date...

CHARGES.

Particulars.	Amount. Secretariat Press.		Amount. Jail Press.		Total.	
COMPOSITION—						
Composing pages size class at per page ...						
Author's corrections hours ...						
Altering pages standing plate/type forms hours ...						
STEREO—						
Casting stereo plates weighing ℔ ...						
ELECTRO—						
Casting electro plates weighing ℔ ...						
PRESS—						
Impressions at per 1,000 ...						
Alterations at press hours at per hour						
MACHINES—						
Impressions at per 1,000 ...						
Alterations at machine hours at per hour ...						
WAREHOUSE—						
Folding and tacking						
Cutting sheets of cuts per sheet ...						
Ruling impressions at per 1,000						
Numbering impressions at per 1,000						
Envelopes at per 1,000 ..						
Perforating sheets at per 1,000 perforations ...						
Eyeletting at per 1,000						
Mounting on cloth						
BINDERY—						
Half binding class books at per 100						
Limp binding class books at per 100						
Stitching books at per 100						
WORKSHOPS—						
Particulars :						
GRAND TOTAL						

Checked by

No. 16.

Register No.	Letter.		Section.	Description.	Serial Number.	Put in Hand.		Description of Proof.	Sent for Approval.		Rack No.	Returned from Approval.		Hours of Correction.	Remarks.
	No.	Date.				Date.	Hour.		Date.	Hour.		Date.	Hour.		

No. 17.

PROGRESS STATEMENT** of ________________ **Section

***for the week ending** ________________ 188 .*

Date of receipt.	Description.	No. of copies.			Progress.			Remarks.
		Printed.	Manuscript.	Total.	Work not put in hand.	Work with compositor.	Proofs sent out.	

No. 18.

PRESIDENCY JAIL PRESS.

FORM DEPARTMENT REPORT for the period ending the ——————————— 188 .

	1st Division.				2nd Division.				3rd Division.			
	Items.	Copies.	Books.	Envelopes.	Items.	Copies.	Books.	Envelopes.	Items.	Copies.	Books.	Envelopes.
Office.												
Balance brought forward ...												
Received during the period ...												
Total ...												
Made over during the period ...												
Balance ...												
With Section-holders.												
Untouched												
In progress												
Ready for press												
On press												
Printed off, but not made over to the Bindery or Despatch ...												
Total ...												
Bindery.												
Untouched												
In progress												
Total ...												
Despatch.												
Balance brought forward ...												
Received during the period ...												
Total ...												
Depd. during the period ...												
Balance* ...												
****Details.***												
Untouched												
In progress												
Ready for despatch												
Total ...												

No. 19.

OFFICE OF SUPDT., GOVT. PRINTING.

————————————*Department*.

FROM

Date—

Recd. ————

No.

File No.—

Regr. No.

188

SUBJECT.

Particulars.

No. 20.

INFORMATION REQUIRED.

No. 21.

OFFICE OF SUPDT., GOVT. PRINTING.

——*Department.*

To

No. ————————

Date ————————

————————

File No.————————

Regr. No. ————————

188

PREVIOUS CORRESPONDENCE.

Particulars.

No. 22.

Press Enquiry, &c., Book.—H.

No.	Date.	Information required.	Date of Receipt.	Information furnished.	No.	Date.	Correspondence continued.	
							No.	Date.

No. 23.

PRESS CART CHALAN.

No. A. *Date*

Name of driver

Description of articles sent.	Signature of section-holder sending.

Signature of Despatching Officer.

Time at which despatched.

PRESS CART CHALAN.

No. A *Date*

Name of driver

Description of articles sent.	Signature of section-holder sending.

Signature of Despatching Officer. *Signature of Receiving Officer.*

Time at which despatched. *Time at which received.*

No. 24.

Register of Presidency Jail Press Bills passed for payment during the year 188 .

1	2	3	4	5	6	7	8	9
Serial No. of Bill.	Date of countersignature of Bill.	Date of supplies.	Articles supplied.	Quantity.	Rates at which supplied.	Amount of each article.	Heading to which to be charged.	*N.B.*—Note in this column supplies received direct from England, English manufactured articles purchased in the country, articles manufactured in the country.

No. 25.

REGISTER OF PLANT RECEIVED.

Consecutive number of article.	Description of article as entered in the Invoice or Bill.	Date of Receipt.	Received from.	Invoice or Bill.		Quantity.	Rate.	Value.	Amount of depreciation during year.	Value at end of the year.
				No.	Date.					

No 26.

ABSTRACT OF REGISTER OF RECEIPTS OF PLANT.

ARTICLE————————

Date of Receipt.	Consecutive number of entry in Register of Receipts.	Quantity.		Value.	Date of receipt.	Consecutive number of entry in Register of Receipts.	Quantity.		Value.
		No.	Weight.				No.	Weight.	

No. 27.

SECTION REGISTER.

Names of Compositors.														
Regr. No.	Put in hand.	Stereo.		Made over for printing.	Regr. No.	Put in hand.	Stereo.		Made over for printing.	Regr. No.	Put in hand.	Stereo.		Made over for printing.
		Sent.	Recd.				Sent.	Recd.				Sent.	Recd.	

No. 28.

No.________Dated______________188 .

PRESIDENCY JAIL PRESS.

INDENT FOR STANDING FORMS AND SAMPLES.

Required the undermentioned forms and samples.

______________Section-holder.

Register No.	Section.	Serial. No.	Description.	Rack No.

No.________Dated______________188 .

PRESIDENCY JAIL PRESS.

INDENT FOR STANDING FORMS AND SAMPLES.

Required the undermentioned forms and samples.

______________Section-holder.

Register No.	Section.	Serial No.	Description.	Rack No.

No. 29.

DEX TO FILE OF S. O. INDENTS

ALIPORE JAIL.

No. 8

Serial number.	
Version.	
Press Register number.	
TYPE FORMS. Date of issue.	
TYPE FORMS. Rack number.	
TYPE FORMS. Date of return.	
SAMPLES. Date of issue.	
SAMPLES. Date of return.	
REMARKS.	
Serial number.	
Version.	
Press Register number.	
TYPE FORMS. Date of issue.	
TYPE FORMS. Rack number.	
TYPE FORMS. Date of return.	
SAMPLES. Date of issue.	
SAMPLES. Date of return.	
REMARKS.	
Serial number.	
Version.	
Press Register number.	
TYPE FORMS. Date of issue.	
TYPE FORMS. Rack number.	
TYPE FORMS. Date of return.	
SAMPLES. Date of issue.	
SAMPLES. Date of return.	
REMARKS.	

No. 30. REGISTER OF SAMPLES.

__________ Section.

Serial No.	Description.	Date of Receipt.	Date of signature of Asst. Supdt. of Staty.	Remarks.

No. 31.

Requisition on Section-holder for type forms on the–

Size of forms required.	No.

Signature of Jemadar.

No. 32.

REQUISITION FOR STORES.

No.

*Dated*________________18

ARTICLES

To

REQUISITION FOR STORES.

No.

*Dated*________________18

PLEASE supply to the Jail Press the undermentioned articles:

DESCRIPTION.	QUANTITY.

To

N.B.—Bills on account of supplies to the Jail Press should be submitted with vouchers to the Supdt. of Government Printing, Bengal, Writers' Buildings.

No. 33.

No. PRESIDENCY JAIL PRESS,

........................188

Received from..

the undermentioned..................*items* :—

Storekeeper. *Dy. Supdt.*

No. PRESIDENCY JAIL PRESS,

........................188 .

Received from..

the undermentioned..................*items* :—

Dy. Supdt. *Supdt, Govt. Printing, Bengal.*

No. 34.

Jail Press No.

STOREKEEPER'S MONTHLY STATEMENT.

________________188 .

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Antimony					
	Arrowroot					
	Alum					
	Acid, muriatic					
	Do., sulphuric					
	Auger, ⅜ inch					
	Do. ⅝ ,, ...					
	Do. ⅛ ,, ...					
	Axe					
	Asbestos mill board					
	Ammoniæ					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Brushes, paint, large					
	Do. do. small					
	Do. hard, do.					
	Do. chimney					
	Do. sweeping					
	Do. wire					
	Do. printer's...					
	Do. soft					
	Do. boiler					
	Do. beating					
	Do. for horse					
	Do. printing					
	Do. nail					
	Do. tooth					
	Bathbrick					
	Borax					
	Brooms					
	Baskets					
	Do. waste paper					
	Bran					
	Blankets, machine, 42 inches wide ...					
	Do. press, double medium ...					
	Do. double crown					
	Do. super royal					
	Do. royal					
	Do. demy					
	Do. foolscap folio					
	Do. black					
	Bobbin, white					
	Bellows, hand					
	Bottles, stone					
	Do., glass					
	Brackets, cast iron					
	Do., brass					
	Do. for horse					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Bits, for making hole					
	Brace					
	Belting linen					
	Bends, wrought iron					
	Belting, india-rubber					
	Bamboos, strong					
	Ditto talta					
	Books, "First Reading"					
	Do. "Sishu Bodha"					
	Do. "Burno Bodh, Uriya" ...					
	Do. "Urdoo Spelling"					
	Bricks					
	Do., fire					
	Buckets					
	Brass pot, middle size					
	Do. sheet, ¼ inch					
	Blue malachite					

No.	Articles.	Balance beginning of the month	Issues during the month
	Cloth, broad		
	Do. broad, machine		
	Do. American, 4 feet 6 inches.		
	Do. do. 3 ,, ...		
	Do. do. drill		
	Do. emery		
	Do. gunny		
	Do. mulmul		
	Do. canvas		
	Do. brown holland		
	Do. flax sheeting		
	Do. cotton linen		
	Do. oil		
	Do. wax		
	Do. scarlet		
	Chalk, country		
	Do. French		
	Candles		
	Camphor		
	Catgut, ¼ inch		
	Do. ⅛ ,, ...		
	Do. ¾ ,, ...		
	Chisels, 1/16 ,, ...		
	Do. ⅛ ,, ...		
	Do. ¼ ,, ...		
	Do. ⅜ ,, ...		
	Do. ⅝ ,, ...		
	Do. ¾ ,, ...		
	Do. 5/16 ,, ...		
	Do. 1 ,, ...		
	Do. 1¼ inches ...		
	Do. turning, 2 ,, ...		
	Do. do. 1 ,, ...		
	Do. do. ¾ ,, ...		
	Do. do. ⅝ ,, ...		
	Do. do. ½ inch		
	Do. half round, 1 ,, ...		
	Do., do. do. 1¼ ,, ...		
	Do., do. do. 3/16 ,, ...		

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Chisels, half round, $\frac{5}{8}$ inch					
	Coal, steam					
	Do. smithy					
	Coke					
	Coal tar					
	Charcoal					
	Copper measure pots					
	Copper sheets					
	Composing sticks, brass					
	Colour dishes					
	Cotton waste					
	Curry combs					
	Cement, Portland					
	Combination border					
	Chain, steel					
	Carbonate of ammonia					
	Cocks, brass					
	Casks					
	Canes, rattan					
	Clay, fire					
	Clay, Delhi					
	Cogracks, cast-iron					
	Candle wax, waste					
	Carbonate of soda					
	Chimneys, glass (for lamp)					
	Do. sheet iron					
	Colour false leather for horse					
	Cutting and Clossing tools					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Door with frame complete					
	Dragoon's blood					
	Durmahs					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Earth, rod					
	Eyelets					
	Envelope cutters					
	Elastic bands for paging machine ...					
	Ditto for card-cutting do. ...					

No.	Articles.	...nce at ...inning of month.	... during ...nth.	Total.	...s during month.	BALANCE.
	Flour, country					
	Do. Cape					
	Flannel					
	Files, triangular, 12 inches bastard ...					
	Do. do. 12 × ⅝ ,, ...					
	Do. do. 6 ,, smooth ...					
	Do. do. 8 ,, do. ...					
	Do. do. 5 ,, ...					
	Do. flat, 18 ,, do. ...					
	Do. do. 14 ,, do. ...					
	Do. do. 8 ,, bastard ...					
	Do. do. 6 ,, do. ...					
	Do. do. 6 ,, smooth ...					
	Do. do. 12 ,, ...					
	Do. do. 8 ,, ...					
	Do. do. 9 ,, ...					
	Do. do. 4 smooth .					
	Do. do. smooth, 9					
	Do. do. bastard, 12					
	Do. do. do. 16					
	Do. half round, 18					
	Do. do. 14 ,, bastard					
	Do. do. 12 ,, smooth					
	Do. do. 16 ,, bastard					
	Do. do. 16 ,, smooth					
	Do. do. 8 ,,					
	Do. do. 6 ,,					
	Do. square, 14 × ⅝ ,,					
	Do. do. 12 × ½ ,,					
	Do. do. 16 ,,					
	Do. do. 6 ,,					
	Do. type dressing, 9 smooth					
	Do. do. 9					
	Do. round, 12					
	Do. do.					
	Do. do.					
	File cards					
	Hoof rasps					
	Do. do. 14					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Gauge glasses					
	Gools					
	Glue, China					
	Glue pot (copper)					
	Gold leaf					
	Gram					
	Gum arabic					
	Gumlows, large earthen					
	Do. small do.					
	Gum pots					
	Goblets, brass					
	Do. earthen					
	Gaiters, double leather					
	Grippers, gun metal					
	Gauge cocks, steam pressure					
	Golpatta					
	Grindstones					
	Glycerine					
	Galleys, zinc					
	Do. wood					
	Girths					
	Galvanized rivets					
	Gun metal castings					
	Do. do. bracket					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Hay					
	Hide, buffalo					
	Do. cow					
	Hammers					
	Do. shoe					
	Handle, cast iron					
	Headbanding					
	Hinges, brass					
	Do. cast iron					
	Hooks and eyes					
	Harness					
	Headstall					
	Hatchet					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Ink, stamping					
	Do. stencil					
	Do. blue, No. 1					
	Do. do. ,, 2					
	Do. do. ruling					
	Do. yellow, printing					
	Do. red, do.					
	Do. black, No. 1					
	Do. do. ,, 2					
	Do. do. news					
	Iron, flat, 1 inch × $\frac{1}{2}$ inch					
	Do. do.					
	Do. do.					
	Do. do. $2\frac{1}{2}$ inches × $\frac{1}{8}$ inch ..					
	Do. do. $2\frac{1}{2}$,, ,, $\frac{1}{2}$,, ...					
	Do. do. 2 ,, ,, $\frac{1}{2}$,, ...					
	Do. do. $\frac{3}{4}$ inch ,, $\frac{1}{8}$,, ...					
	Do. do.					
	Do. sheet, 8 ft. × 3 inches $\frac{1}{16}$,, ...					
	Do. do.					
	Do. round, $1\frac{1}{8}$ inch					
	Do. do.					
	Do. do.					
	Do. do. $\frac{5}{16}$ inch					
	Do. do. $\frac{7}{8}$,, ...					
	Do. do. 1 ,, ...					
	Do. do. $\frac{3}{4}$,, ...					
	Do. rods, $\frac{5}{8}$,, ...					
	Do. do. $\frac{3}{8}$,, ...					
	Do. do. $\frac{1}{8}$,, ...					
	Do. laddles, large					
	Do. do. small					
	Do. cast wheel					
	Do. do. brackets					
	Do. do. pulley					
	Do. do. do.					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Iron shafting, $2\frac{1}{2}$ inches					
	Do. do. 8 ,, ...					
	Do. do. $3\frac{1}{2}$,, ...					
	Do. cast kettle					
	Do. hoops					
	Do. joists					
	Do. do.					
	Do. do.					
	Do. T					
	Do. angle					
	Do. do.					
	Do. do.					
	Isinglass					
	Indigo					
	Inkstands					
	Inkpots					
	Ice					
	India rubber, sheets, sulphurized ...					
	Do. do.					
	Do. tubing, $\frac{5}{8}$ inch ...					
	Do. do. $\frac{3}{8}$,, ...					
	Do. do. $\frac{1}{2}$,, ...					
	Do. rings					
	Do. bands					
	Do. eraser					

No.	Articles.	Balance at begining of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Japan, black					
	Jute					
	Jars, earthen					
	Do. stone					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Knives, plough					
	Do. plain for carpenters					
	Do. desk					
	Do. guillotine...					
	Koras					
	Keys for padlocks					

No.	Articles.	ance at inning of month.	dur nth.	ssues during the month.	BALANCE.
	Lubricators, brass				
	Do. glass, No. 8				
	Lead, black powder				
	Do. do. paint				
	Do. white powder				
	Do. red do.				
	Do. white paint				
	Do. pig				
	Do. two to pica				
	Do. four do.				
	Limestone				
	Locks, desk, brass				
	Do. box do.				
	Levers, cast iron				
	Leather, belting, English, 6 inches				
	Do. do. do. 3 „				
	Do. lacings				
	Do. parers				
	Lantern, hurricane				
	Do. ordinary				
	Lattin, brass				

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Mercury					
	Magnumbonums					
	Mats					
	Molasses					
	Mortar, iron					
	Mutkahs					
	Matches					
	Musuck, leather for Bhisty					
	Machine					
	Do.					
	Do.					
	Marlin					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Nibs					
	Do. holders					
	Needles					
	Netting, galvanized iron wire					
	Nails					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Ointment, hoof					
	Oil, sewing machine					
	Do. mustard					
	Do. castor					
	Do. kerosine					
	Do. lubricating					
	Do. olive or salad					
	Do. turpentine					
	Do. cocoanut					
	Do. linseed, boiled					
	Do. do. raw					
	Do. cans					
	Do. do. brass					
	Do. feeder, tin					
	Oxgall					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Pencils, lead					
	Ditto, slate					
	Pins					
	Pumice stone					
	Powder, vermilion					
	Do., blue					
	Padlocks					
	Pitch					
	Parchments, double royal					
	Ditto do. demy					
	Ditto super royal					
	Ditto demy					
	Ditto foolscap folio					
	Planks, teak, 6 inches × ½ inch ...					
	Do. do. 6 ,, ,, ¾ ,, ...					
	Do. do. 12 ,, ,, 1 ,, ..					
	Do. do. 4 ,, ,, 4 inches ...					
	Do. do. 6 ,, ,, 6 ,, ...					
	Do. do. 2 ,, ,, 1 inch ...					
	Do. do. 17 ,, ,, 1 ,, ...					
	Do. do. 3 ,, ,, 3 inches ...					
	Do. do. 4 ,, ,, 2 ,, ...					
	Do. do. 2 ,, ,, 2 ,, ...					
	Do. do. 2 ,, ,, 2½ ,, ...					
	Polish, French					
	Pulleys cast iron					
	Phenyle					
	Pinions, cast iron					
	Pipes, gas					
	Pans, codper					
	Presses, binders'					
	Plain jack, carpenters'					
	Do. do. smoothing hand ditto ...					
	Plaining blade, do. 2½ inches ...					
	Do. do. do. 2¼ ,, ...					
	Do. do. do. 3 ,, ...					
	Plumbago (electr.)					
	Post garan					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Pulley block with chains					
	Plaster of Paris					
	Packing patent, ½ inch					
	Do. do. ¾ ,, ...					
	Do. do. ⅞ ,, ...					
	Do. do. 1 ,, ...					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Quadrats, bourgeois					
	Do. nonpareil					
	Do. pica					
	Do. small pica					
	Quotations, pica					
	Quills, goose					
	Quassia					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Rules, brass, 8 to pica 24 in.					
	Do. do. 4 do.					
	Do. do. 1 em					
	Do. do. ½ do.					
	Do. perforating					
	Do. waved					
	Do. dotted					
	Do. French					
	Rollers, cast iron					
	Do. spring					
	Rules, foot (or gauge)					
	Do. wooden					
	Rivets, iron					
	Do. copper with washers					
	Rope, punkah					
	Do. manilla					
	Do. jute					
	Do. for bridle					
	Do. coir					
	Do. cocoanut					
	Do. bagdore					
	Rods, brass					
	Rosin					
	Royal arms					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Quadrats, bourgeois					
	Do. nonpareil					
	Do. pica					
	Do. small pica					
	Quotations, pica					
	Quills, goose					
	Quassia					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Rules, brass, 8 to pica 24 in.					
	Do. do. 4 do.					
	Do. do. 1 em					
•	Do. do. ½ do.					
	Do. perforating					
	Do. waved					
	Do. dotted					
	Do. French					
	Rollers, cast iron					
	Do. spring					
	Rules, foot (or gauge)					
	Do. wooden					
	Rivets, iron					
	Do. copper with washers					
	Rope, punkah					
	Do. manilla					
	Do. jute					
	Do. for bridle					
	Do. coir					
	Do. cocoanut					
	Do. bagdore					
	Rods, brass					
	Rosin					
	Royal arms					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Quadrats, bourgeois					
	Do. nonpareil					
	Do. pica					
	Do. small pica					
	Quotations, pica					
	Quills, goose					
	Quassia					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Rules, brass, 8 to pica 24 in.					
	Do. do. 4 do.					
	Do. do. 1 em					
	Do. do. ½ do.					
	Do. perforating					
	Do. waved					
	Do. dotted					
	Do. French					
	Rollers, cast iron					
	Do. spring					
	Rules, foot (or gauge)					
	Do. wooden					
	Rivets, iron					
	Do. copper with washers					
	Rope, punkah					
	Do. manilla					
	Do. jute					
	Do. for bridle					
	Do. coir					
	Do. cocoanut					
	Do. bagdore					
	Rods, brass					
	Rosin					
	Royal arms					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Squares, carpenters					
	Slices or folders					
	Sajeematti					
	Sand paper					
	Satoo					
	Spectacles					
	Soft solder					
	Do. soap					
	Soap, bar					
	Do. country					
	Screws, 1 inch					
	Do. ½ ,, ...					
	Do. ¾ ,, ...					
	Do. 1 ,, ...					
	Do. 1½ inches					
	Do. 2 ,, ...					
	Do. 2½ ,, ...					
	Do. 3 ,, ...					
	Do. 1¼ ,, ...					
	Soojee					
	Scissors, large					
	Do. small					
	Sulphur					
	Slates					
	Saltpetre					
	Sulphate of copper					
	Starch					
	Springs, steel					
	Do. press, royal					
	Do. do. super royal					
	Do. do. demy					
	Do. do. foolscap					
	Do. do.					
	Saws, tenon					
	Do. hand cross cut					
	Steel octagon, ¾ inch					
	Do. do. 1 ,, square					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Steel octagon, 2 inch square					
	Straw					
	Salt					
	Sand, Mugra					
	Soorkee					
	Slabs, inking, cast iron					
	Spare sheaves, cast iron, for 42 inch machine					
	Sand stone					
	Shellac					
	Sponge					
	Screw battery					
	Do. driver, 7 inches					
	Do. do.					
	Do. do. 10 „					
	Do. do. „					
	Do. jack					
	Syringes, tin					
	Do. brass					
	Do. glass					
	Saw set					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Thread, English, twisted					
	Do. cotton, insmall ball... ...					
	Do. do. big ball					
	Do. linen					
	Do. silk					
	Do. linen glazed...					
	Do. packing					
	Do. Dacca, in reels					
	Twine, English					
	Do. do. page-cord					
	Do. Chittagong					
	Do. jute					
	Do. country					
	Tape, machine, ½ inch thick					
	Do. do. ¾ ,, thin					
	Do. do. 1 ,, ...					
	Do. do. 1½ ,, ...					
	Do. white					
	Do. red					
	Do. machine					
	Do. binding					
	Do. measuring					
	Tools, sash					
	Treacle					
	Tamarind					
	Tacks, brass					
	Do. iron					
	Do. copper					
	Tin, block					
	Tallow					
	Tumblers, glass					
	Tiles, chong					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Umbrellas, golpatta					

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Varnish, carpa					
	Do. carriage					
	Do. copal					

No.	Articles.	alan egin he n	ceipts ring he m h.	s di mo
	Wax, bees, yellow			
	Do. sealing...			
	Weights, paper			
	Do. weighing machine			
	Wire, steel, No. 20 ...			
	Do. do. ,, 22 ...			
	Do. do. 24			
	Do. do.			
	Do. do. 8			
	Do. do. 12			
	Do. in small spools			
	Do. copper in spool			
	Do. do. loose			
	Do. brass in spool			
	Do. do. loose			
	Wood, soondree ...			
	Wicks (lamp) ...			

No.	Articles.	Balance at beginning of the month.	Receipts during the month.	Total.	Issues during the month.	BALANCE.
	Zinc, plate					
	Do. sheets					
	Do. tiles					

No. 35.

*Article*________________

Store Issue Book.

Date.	Department.	QUANTITY OR NUMBER.		Signature of Section-holder.	Signature of Deputy Superintendent.	RECEIPT.
		In figures.	In words.			
	Total issues					

No. 36.

Date.	Receipt number.	Received from—	Receipts.									Issues.										
			Quantity.			Daily Total.			Weekly Total.			Register number.	Press number.	Quantity.			Daily Total.			Weekly Total.		
			R.	Q.	S.	R.	Q.	S.	R.	Q.	S.			R.	Q.	S.	R.	Q.	S.	R.	Q.	S.

ol

No. 36A.

Continuation Slip for Stationery Godown.

REGISTER NO.________

DESCRIPTION________________________________

No. of copies required____________________

Size and Description of Paper--

Paper required________________

Binding Material required_

ISSUES.							RECEIPTS.			
sued	De ti	Q tity.			Daily total		Rec fro	Quant		lly tota
		R.	Q.	S.	R.	Q.		R.	Q.	R.

| TOTAL |

No. 37.

No. { H. Press — Date printed
No. { Machine — Date reported

No. ; Register No.

Size and description of paper

Quantity to be reprinted

Total No. of copies required

No. to be reprinted

From what cause—

Spoilage

Missing

Percentage

Names of men responsible—

Jemadar.

Despatcher.

REPRINT.

No.

Date

Register No.

Size and description of paper

Quantity of paper to be reprinted

Sty.-keeper

Dy.-Supdt.

No. 38.

FOR THE FORM STORE DEPARTMENT.

CHALLAN No. ______

Dated ______

RECEIVED from the P. Jail Press the following forms :—

Bundles.		Register Press No.	Quantity sent.			Signature of the Transit Clerk.
No. on	No. of		Copies.	Books.	Envelopes.	

FOR THE FORM STORE DEPARTMENT.

CHALLAN No. ______

Dated ______

RECEIVED from the Presidency Jail Press the following forms :—

Bundles.		Indent No.	Serial Section No.	Section and description of forms.	Register Press No.	Quantity sent.
No. on	No. of					

No. 39.

REQUISITION ON THE WORKSHOPS.

(*For Jail Side.*)

No. DATE

REQUIRED

Indenting Officer. *Dy. Supdt.*

Work done

By

Rate of pay

Time occupied

Engineer.

Received

Indenting Officer.

Dy. Supdt.

Reg. No. 1116J—500—[illegible]